

ATTENTION

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☐ FOIA/PA☐ Litigation☐ Executive Order Applied

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Subject: _____

Computer or Case Identification Number: _____

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* File _____

Serials Reviewed: _____

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Serial(s) Reviewed: _____

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FOIPA Subject: _____

FOIPA Computer Number: _____

THIS FORM IS TO BE MAINTAINED AS THE TOP SERIAL OF THE FILE, BUT NOT SERIALIZED.

ATTENTION**DO NOT REMOVE FROM FILE**

National Archives



Washington, DC 20408

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December 19, 1991

Mr. Martin Hale
Federal Bureau of Investigation
Room 4246, Hoover Bldg.
Washington, DC 20535

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Dear Mr. Hale:

*NATIONAL ARCHIVES and Records
Administration*

We are very grateful to you for attending the December 10, 1991 meeting that reviewed issues associated with a proposed feasibility study of an interagency declassification database. The exchange of views was very constructive and provided NARA with useful insights on how to prepare the statement of work.

Enclosed is a copy of the minutes of our December 10, 1991 meeting, that includes a list of attendees, a summary of the three speakers - [redacted] myself, and [redacted] and a summary of comments made during the discussion. If you have corrections or changes to the minutes, please advise [redacted]. Additionally, if since the meeting, you have had additional thoughts regarding the composition of the statement of work, or feel that there are other issues that need to be considered by the contractor performing the study, we would appreciate hearing from you in this regard.

As we stated during the meeting, we intend to move ahead with our plans to conduct the feasibility study. We did conclude, based on the discussion in the meeting, that the Statement of Work needs to be very tightly focused and carefully crafted in order to have wide spread support. We intend to do this by allowing more time for informal review and discussion of a draft statement of work, which we plan to get to you in January 1992.

I have asked [redacted] to work with you directly over the next several weeks regarding the statement of work. In the meantime, if you have any questions he can be reached on [redacted]

Sincerely,

66-19849-424

Raymond A. Mosley
Raymond A. Mosley
Executive Staff Director

Enclosure

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BAGG, ALD*

National Archives and Records Administration

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Mosley, NARA
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Interagency Declassification Database Issues Meeting

Attendees List--December 10, 1991

Name	Agency	Telephone
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Martin V. Hale

FBI

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The meeting in the National Archives (NARA) Room 105 was called to order at 10:00 am.

Welcome Address: Claudine J. Weiher, Deputy Archivist of the United States

Ms. Weiher described the background for this meeting, including the discussions held with Mr. Steve Garfinkel, Director of the Information Security Oversight Office, which led to NARA's decision to fund a declassification database feasibility study. The primary purpose of this meeting, she said, was to identify issues to be included in a statement of work for the feasibility

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study. The study effort is planned for early 1992, with a completion date of six to nine months later. NARA has some preliminary thoughts on how a declassification system might be designed, but looked to this meeting's attendees to engage in a collegial discussion of the issues surrounding the proposal and to suggest specific considerations related to the statement of work.

NARA's Perspective on the Interagency Declassification Database:
Ray Mosley, Executive Staff Director, NARA

Mr. Mosley's comments provided NARA's perspective on the critical issues that the feasibility study should address. NARA considers the issues paper (provided to agencies with this meeting's announcement) as an incomplete list to be supplemented and enhanced with assistance from meeting attendees. He emphasized that NARA believes that questions regarding the scope, management, and agency support of the database should be answered by the classification and declassification community, not exclusively by the National Archives or ISOO. Mr. Mosley summarized four threshold issues that potentially could dramatically affect implementation of an interagency declassification database.

1. Technology Implications: According to a preliminary analysis, NARA does not expect technology to be an impediment to implementing an interagency declassification database. Moreover, it is possible that currently available off-the-shelf information storage and retrieval systems could be tailored to specific application requirements and be supported by high speed telecommunications technology.

2. Scope of the Database: Three scenarios were described:

Scenario I: Limiting the database to a fairly narrow area of implementation that includes only documents declassified in their entirety. Would security be a concern even though the documents are in the public domain? Would the public benefit through better access, if so, is improved public access an adequate basis for a declassification database? How difficult would it be to identify common data elements that all agencies would agree to use as document profile attributes? What are possible costs for such a program, and can the costs be justified where there is little or no improvement in agency efficiency in its declassification program?

Scenario II: Consider the implications of an interagency declassification database that includes all activities - documents reviewed but not declassified, documents reviewed and released in redacted form, and documents declassified in their entirety. Would the inclusion of bibliographic descriptions of redacted documents or of documents reviewed but not declassified require that the database itself be classified? What problems would this cause in complying with certain security regulations

and what costs involved?

Scenario III: This includes digital images of the original and redacted documents, and documents declassified in their entirety. Would the addition of digital images cause any security problems and who benefits most from an enhanced database? Would this scenario lead to greater productivity and uniformity in the declassification process and at what cost?

3. **Agency Support:** NARA considers the commitment of agencies to cooperate and participate fully is absolutely essential to this effort, as the creation and maintenance of an interagency database cannot be legislated or imposed. It must serve agency program requirements and address an important problem. What agency interest exists for this effort, and how much financial support is available? How can the support be gained from agencies who do not view such a database as essential to their program?

4. **Administration and Management:** What is the best vehicle for administrative management and control of the declassification database? Should a federal agency with primary responsibility for classification and declassification have the lead responsibility, and what should be the roles of NARA and ISOO? Should the funding costs be shared by all participating agencies and should Congress be requested to fund this activity?

The Perspective of ISOO: [redacted]

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[redacted] presented the views of the Information Security Oversight Office (ISOO) concerning this feasibility study effort. [redacted] discussed the Executive Order covering document declassification activities. According to [redacted] the agencies dealing with the tens of millions of documents requiring declassification activities are impeded by the inability to share data. This situation often contributes to conflicting information and confusion as to the status of what has or has not been declassified. The public's access to government information needs to be improved, and the erosion of public confidence in the declassification process must be reversed.

ISOO believes that a government-wide database is needed that provides a realtime up-to-date record as to what has been declassified. In this context, he noted that [redacted] believes strongly that the database must include the results of systematic review. ISOO feels that additional benefits will include reduced unit processing costs and increased information accuracy. The massive scale of the potential database suggests that keeping track of what has been declassified would be a major undertaking with an enormous payoff for agencies. To illustrate this point, in 1990, over 16 million documents were reviewed, resulting in 12.2 million (75%) being declassified. He stressed that the success of this project depends on agency involvement,

and the statement of work and subsequent feasibility study will help determine if this process will work.

Purpose and Composition of a Feasibility study: [redacted]

[redacted] Archival Research and Evaluation Staff, NARA

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[redacted] presented an overview of a typical feasibility study process. A copy of [redacted] overhead transparencies were provided to each attendee. [redacted] defined five elements comprising a traditional feasibility and cost analysis study: analysis of the program objectives (based on the statement of work); evaluation of alternative approaches; identification of a proposed approach; evaluation of alternative systems concepts; and, performance of a cost-benefit analysis. [redacted] reiterated the purpose of this meeting: identify the issues but not necessarily resolve them; and, establish the scope of the study and any constraints to be placed upon it.

Review of Current Agency Declassification Databases and Discussion of Critical Issues

[redacted] of the State Department led off the discussion by providing an overview of the State Department's integrated document tracking system known as the Information Request Management System (INFORM) system. [redacted] from the State Department, provided additional details about INFORM, and distributed handouts describing the system to attendees. INFORM is an internal State Department system, using standard bibliographic data fields (not full text) to track the status of the more than one million document entries in the system. Requests for information are made under the provisions of the Freedom of Information, Privacy and Ethics in Government Acts, and Executive Order 12356. INFORM provides statistics on performance, declassification of materials, workloads, backlogs, and the sources and types of information released. A prototype digital imaging subsystem was installed this year and is under evaluation to determine cost savings attained by eliminating manual cut and paste document redaction. INFORM contains entries for all documents requested through FOIA including those declassified or not, and uses a classified computer system to verify any prior review. Future plans include higher performance workstations, electronic transmission of images, and establishment of public use terminals.

At this point, [redacted] requested that attendees identify themselves and their agencies. [redacted] briefly described letters received from the Department of Defense and the Department of Energy in response to NARA's meeting announcement. Copies of the agency letters were distributed to the attendees for information purposes.

The meeting's purpose was again summarized [redacted] starting with the need to identify potential users and the value of creating a declassification database. He described a number of issue-areas questions that might both help to focus the discussion and to frame the statement of work. These issue-areas were:

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- **Users of the Database**

Who are the anticipated users of an interagency declassification database?

Only agencies?

If only agencies, what is critical? Intellectual and/or physical control of declassified records?

Improved efficiency?

If users also include the public, is there sufficient support for such a database?

- **Scope of the Database**

Should the scope of the database be limited to a bibliographic description of declassified documents in entirety resulting from mandatory review?

Should documents declassified through systematic review also be included?

Should digital images of redacted documents be included in the database?

Should the bibliographic descriptions also include documents reviewed but not declassified?

- **Security Issues**

Should the database itself be classified?

Should the feasibility study be unclassified?

- **Database elements**

How many data elements are necessary for the database to be useful?

Is there a commonality of database elements already in use in agency tracking systems that could be used to construct a database?

What additional effort, if any, would be required for agencies to adopt and use a common set of data

elements:

- **Level of Support for Implementation**

Is unanimous support of the concerned agencies essential?

Which agencies are prepared to commit financial support to the development and maintenance of an interagency declassification database?

- **Management of the Database**

How would the database best be managed? Centralized? Decentralized?

Which agency/ies should have the lead? ISOO? NARA? Other?

- **Agency involvement in the study**

Review draft statement of work

Schedule periodic briefings on progress of the study

Review final report

In the ensuing exchange, a point was raised that although this study effort may in itself be a good idea, actual execution of the project can kill the best of intentions. It was noted that the study should consider that once the database is created, agencies will constantly access it for information. A discussion followed as to what exactly will constitute the database, or perhaps this question should be included in the study? [redacted]

[redacted] from the Department of Justice said that at the FBI, the manual labor needed to update files is a tremendous time-consuming activity. The FBI is under Congressional pressure to maintain security over sensitive data, but at the same time Congress requires release of information. It was noted that there is a tendency for increased demands to be placed on information systems to expand their original scope, and to add more and more data. It was noted that there are many open-ended questions in the FOIA process with inherent risks to databases and sensitive data.

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There was general group discussion concerning the potential usefulness to specific agencies of an government-wide declassification database. [redacted] of the Defense Department suggested that perhaps categories of documents could be identified, rather than dealing with individual documents per se.

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The discussion then focussed on the reluctance of agency staff to perform declassification tasks using descriptive data entry elements alone. Declassification analysts want to see the entire actual document, including "paper clips" if possible, to help determine the context in which the information appears. [redacted]

[redacted] of NARA's Presidential Libraries discussed the value of bibliographic information only as opposed to viewing document images, observing that a bibliographic database without access to copies (digital or hard copy) of documents would have little utility. The group discussed referrals and the level of classification such as "need to know", and the importance of on-line full time communication between agencies to coordinate declassification issues.

The concept of an agency's loyalty to itself and expected paybacks for information processing systems were discussed, with several attendees expressing concerns about the need to justify cost expenditures linked to the ability to gain measurable benefits for their agencies. The group noted one potential benefit of a database system as an opportunity to improve the consistency of declassification reviews. Staff turnover in manual declassification systems now causes loss of institutional memory and related problems. But several attendees reiterated the fact that commitments to a government-wide database will only be supported if benefits are realized by their own agencies first, and subsequently to the public and other agencies.

[redacted] noted that one approach might be to establish a central review agency to make final decisions on declassification actions. This could include an improved interagency communication system, so that "after the fact" declassification information would be widely available.

[redacted] strongly urged that computer "techies" should not be involved in this feasibility study because they will inevitably determine that it is technically feasible. But procedurally it might be a different story when dealing with the actual documents. He said that technical feasibility is much different than practical system feasibility.

[redacted] observed that the applicable FIPS emphasized that technical feasibility was only one part of a feasibility study. The feasibility study will address other considerations, including cost-effectiveness and feasibility within any imposed constraints.

The group then discussed the real world problems of having documents reviewed by multiple agencies, and the wasted efforts when the same documents are reviewed over and over. Viewing electronic document images stored in automated systems was discussed, with some attendees expressing opinions that they may still need to see the actual documents for "in context" analysis and verification that the document is indeed the exact same document.

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[redacted] suggested that perhaps the database study needs a base set of documents to analyze, and that the documents currently retained by NARA's Presidential Libraries could serve as a test case.

The issue of a document reviewer's need to see the actual documents surfaced again, with a comment that a database system would be nice to have, but it may not be a big benefit to specific agencies based on the potential costs involved. One person suggested that perhaps the effort could begin small, concentrating on one area of common ground to all agencies. Several others noted that we are dealing with many issues here, including records management, agency management, and security issues and that maybe it will stretch beyond limited capabilities.

The question was raised "do we have commonality needs here as opposed to a system?" [redacted] of the State Department said that perhaps by conducting this study we would benefit by establishing credibility with Congress, even if the study conclusions suggest that a system is not practical. The State Department has firm mandates to maintain access to information, and they see value in the feasibility study even if it shows that such a system would only benefit some individual agencies rather than produce government-wide benefits. Perhaps a database system in which requestors are directed to the National Archives for information would be helpful.

The discussion then shifted to consideration of the possibility that the results of the feasibility study might show that the database is not cost-effective. Would this conclusion be useful? The State department pointed out that perhaps there is another audience for the study. The public has certain needs and expectations under FOIA, and expresses these concerns to Congress. Agencies need to take the lead and recognize the public's need for access to data, or risk getting directed by outside concerns. The State Department considers the feasibility study useful in redefining what is classified, and what exactly needs to be protected. It was then noted that the feasibility study itself should be unclassified and be available for a wide audience. Mr. Rudolph Waddy said that the ISOO considers the feasibility study to be a valuable project.

[redacted] of the National Security Council suggested that certain types of information could be excluded from the feasibility study to minimize concerns about sensitive information. Perhaps the study could illuminate certain issues such as the need to track multiple document copies across agencies, or how many times agencies need to declassify one document? A group discussion followed about the value of focusing the feasibility study, excluding certain types of documents. [redacted] of NARA noted that if intelligence agencies are excluded from the scope of the feasibility, then the study would be less useful to NARA. The group generally

discussed the [redacted] of having to deal with [redacted] same cases over and over again, such as Amelia Earhart, the Cuban Missile Crisis, etc. and the need to classify documents for what appears to be excessive time periods. [redacted] of Navy suggested that perhaps documents could be generically cleaned up for agency and public use.

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After further questions or discussion, [redacted] summarized what he understood to be areas of consensus emerging during the discussion:

- The feasibility study should be limited to declassified documents and not address issues linked to classified documents.
- The feasibility study should be fully releasable to the public.
- Agency cooperation is essential in order for the feasibility study and any subsequent system implementation to be successful.

[redacted] added that it was clear to him that attendees could make an important contribution in assisting in crafting a well-thought-out statement of work. He suggested that an informal working group be formed to advise NARA on the development of the statement of work. Several participants agreed to assist in this regard, but overall the sense of the group was to consult with all agencies. It was concluded, therefore, that a draft statement of work would be circulated to attendees for informal comment. NARA's goal, he said, would be to release the statement of work in February 1991.

[redacted] concluded the meeting with a request that attendees send written comments or address concerns regarding the meeting and the background issues paper to [redacted]. He noted that notes of the meeting along with a list of attendees would be prepared and mailed out as soon as possible.

The meeting ended about 12:10 PM.

Memorandum



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Dep. Dir.	_____
ADD Adm.	_____
ADD Inv.	_____
Asst. Dir.:	_____
Adm. Servs.	_____
Crim. Inv.	_____
Ident.	_____
Info. Mgnt.	_____
Insp.	_____
Intell.	_____
Lab.	_____
Legal Coun.	_____
Tech. Servs.	_____
Training	_____
Cong. Affs. Off.	_____
Off. of EEO	_____
Off. Liaison & Int. Affs.	_____
Off. of Public Affs.	_____
Telephone Rm.	_____
Director's Office	_____

To : Mr. Kennedy

Date 10/3/91

From : G. N. Christensen

Subject : REQUEST FOR SECURITY ACCESS CONTROL SYSTEM BADGES

PURPOSE: To request that Security Access Control System (SACS) badges be issued to representatives of the National Archives and Records Administration (NARA), thereby granting these individuals unescorted access to the J. Edgar Hoover (JEH) Building.

RECOMMENDATION: That upon completion of the necessary background checks at FBIHQ, the representatives from NARA be issued SACS badges, thereby granting access to the JEH Building.

APPROVED: *RGP/v*

Adm. Servs.	_____	Laboratory	_____	Off. of Liaison	_____
Crim. Inv.	_____	Legal Coun.	_____	& Int. Affs.	_____
Ident.	_____	Tech. Servs.	_____	Off. of	_____
Info. Mgnt.	_____	Training	_____	Public Affs.	_____
ADD-Adm.	_____	Cong. Affs. Off.	_____		_____
ADD-Inv.	_____	Off. of EEO	_____		_____

DETAILS: The FBI Records Retention Plan and Disposition Schedules (Plan/Schedules) were developed and approved in accordance with the decision rendered in the civil matter of American Friends Service Committee, et al., v. William H. Webster, et al., United States District Court for the District of Columbia; Civil Action Number 79-1655. This decision requires that representatives from NARA re-evaluate the provisions of the

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261-20

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- 1 - Mr. Kennedy (Attn: Security Unit)
- 1 - Mr. Brandon (Attn: Facilities Access Security Unit)
- 1 - IMD Front Office
- 1 - Mr. Prillaman
- 1 - Mr. Walsh (Attn: _____)

1 - _____
1 - _____
1 - _____

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WS:crw (9)

(CONTINUED - OVER)

(SEE INTD ADDENDUM PAGE 3)

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Recorded Copy Filed In 261-20-105X

Memorandum from G. N. Christensen to Mr. Kennedy
RE: Request For Security Access Control System Badges

Plan/Schedules every five years. The last NARA re-evaluation commenced in October, 1986 and was completed in May, 1987.

By letter dated 9/24/91, Mr. James J. Hastings, Director, Records Appraisal and Disposition Division, NARA, furnished the names, as well as pertinent data on the individuals who would be involved in the review of the Plan/Schedules. A copy of this letter is attached for reference purposes. This review will commence on October 7, 1991, and is expected to continue through February, 1992. The representatives from NARA will be working on a regular basis with employees of the Records Disposition and Archival Subunit, Office Management Services Unit, Information Services Section, Information Management Division.

All of the representatives from NARA have been issued TOP SECRET security clearances. This information was verified by [redacted] Facilities Access Security Unit, Intelligence Division, on 9/30/91.

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Memorandum from C. Christensen to Mr. Kennedy dated 10/3/91
Re: Request For Security Access Control System Badges

ADDENDUM: INTELLIGENCE DIVISION (INTD), 10/4/91; CPM:seh

The Security Programs Manager (SPM) approves the
granting of building access to [redacted]

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[redacted] representatives of the National Archives and Records Administration (NARA). The representatives from NARA will be working on a regular basis with employees of the Records Disposition and Archival Subunit, Office Management Services Unit, Information Services Section, Information Management Division. On 9/30/91, a representative of the SPM verified these individuals have the appropriate clearance to be granted routine unescorted access to FBIHQ. On 9/30/91, appropriate FBIHQ record checks were conducted on these individuals and no derogatory information was found.

Records of the Facility Access and Security Unit, Office of Security Countermeasures, INTD, indicate by memorandum dated 2/5/90 [redacted] has previously been granted unescorted access to FBI space.

It is the responsibility of the Information Management Division to ensure these badges are returned to the Security Unit, Administrative Services Division, when no longer required.

APPROVED:

Adm. Servs. _____ Laboratory _____ Off. of Liaison _____
Crim. Inv. _____ Legal Coun. _____ & Int. Affs. _____
Director _____ Ident. _____ Tech. Servs. _____ Off. of _____
Dep. Dir. _____ Info. Mgnt. _____ Training _____ Public Affs. _____
ADD-Adm. _____ Inspection _____ Cong. Affs. Off. _____
ADD-Inv. _____ Intell. _____ Off. of EEO _____

National Archives



Washington, DC 20408

SEP 24 1991

SEP 24 1991

[redacted]
Chief, Office Management Services Unit
Federal Bureau of Investigation
Room 5640 (TEL 211)
10th and Pennsylvania Avenue NW
Washington, D.C. 20535

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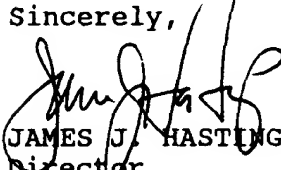
Dear [redacted]

As requested, we are providing you with the enclosed list of the National Archives and Records Administration (NARA) team undertaking the 1991 update of the Federal Bureau of Investigation retention plan. The list also contains the specific information you needed on the individual members.

Alternate team members have been designated by an asterisk. All team members and alternates hold Top Secret clearances. To verify their clearances, please have your security office contact [redacted] NARA security officer, telephone [redacted]

The team plans to get underway on October 7, 1991, and hopes to finish no later than mid-January 1992. If you have any questions or need further information, please contact [redacted] at [redacted]

Sincerely,


JAMES J. HASTINGS
Director
Records Appraisal and
Disposition Division

Enclosure

*Checked, archived
Janice [unclear] on
9/20/91
4-2 [unclear]
SK*

66-19249-424X
National Archives and Records Administration

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NATIONAL ARCHIVES TEAM -- 1991 FBI UPDATE

1.

[Redacted]

Archives Specialist

Born [Redacted]

[Redacted]

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2.

[Redacted]

Archivist

Born [Redacted]

[Redacted]

by OPM

3.

[Redacted]

Archivist

Born [Redacted]

[Redacted]

4.

[Redacted]

Archivist

Born [Redacted]

[Redacted]

5.

[Redacted]

Archivist

Born [Redacted]

[Redacted]

6.

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Archivist

Born

7.

Supervisory Archivist

Born

* Denotes an alternate team member

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National Archives and Records Administration



Washington, DC 20408

SSP

CLASS _____
SRC'D _____
SER _____
REC _____

September 10, 1991

[redacted]
Federal Bureau of Investigation
J.E. Hoover Building, Rm. 5634
Washington, DC 20535

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Dear [redacted]

The National Archives has now completed the study it undertook in 1988 to determine whether or not to continue designating specific FBI investigative files for permanent retention as named exceptional cases. Our study showed that the vast majority of historically valuable named exceptional cases are permanent in accordance with the selection criteria contained in the FBI's comprehensive retention plan and schedule. Consequently, NARA will no longer provide the Bureau with names on a systematic basis, as we did from 1988 through 1990.

If researchers inquire about our discontinuing the named exceptional case process, we would like to be able to provide them with a copy of the report that underlies our decision. We have, therefore, enclosed a copy of this study and would appreciate your letting us know whether it can be released in its present form or whether portions must be re-written or deleted before it can be made public.

One final comment is in order. In our study of named exceptional cases, we received a great deal of expert assistance from the Bureau. We are particularly indebted to [redacted] and [redacted] and hope you will pass on our thanks to them.

If you have any questions, please call [redacted]

Sincerely,


JAMES J. HASTINGS
Director
Records Appraisal and
Disposition Division

66-19249-424X1

1- Enclosure

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RED SEAL CLASP
KRAFT
NO. 90 SIZE 9 x 12



66-19249-44X1

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FBI EXCEPTIONAL CASE STUDY

I Introduction

This report addresses the question of whether or not NARA should continue to designate FBI case files for permanent retention as named exceptional cases. Part II provides background information concerning FBI records and their appraisal, including a discussion of the exceptional case concept and its implementation. Part III discusses NI's two-year test program to identify named exceptional cases. Part IV analyzes the results of this program, focussing on an evaluation of the records that would be lost if NARA no longer designates cases for permanent retention as named exceptional cases. Part V presents NI's recommendation that NARA cease to designate named exceptional cases.

II Background

In 1981, under court order, a special eighteen member NARA task force developed a comprehensive retention plan and schedule for FBI records that covers files accumulated at both FBI Headquarters and the FBI field offices that actually carry out investigations. This schedule is geared to the Bureau's filing scheme in which each

specific violation of law investigated by FBI is assigned a classification number (e.g., 9 is used for extortion; 65 is used for espionage, etc.). Individual investigative files carry a classification number plus a sequential case file number. The individual documents within each case file are termed "serials" and are sequentially numbered. The records on each case are typically maintained in a separate acco-binder that holds up to approximately two inches of documents. If the volume of a case file exceeds two inches, additional acco-binders are used. Each binder is termed a "section"; investigative files that require more than one acco-binder are referred to as "multi-section files." For any given investigation, the Bureau typically maintains a file at Headquarters, at the field office overseeing the investigation (the so-called Office of Origin), and at any other field offices taking part in the case (these are termed Auxiliary Offices).

The FBI schedule produced in 1981 essentially treats each FBI file classification as a separate series. A very small number of classes are approved for permanent retention in toto at both Headquarters and Offices of Origin. However, the disposition instructions for most provide for the selective retention of records, employing file size as the selection criterion. For slightly more than half of the classifications, only selected Headquarters cases are permanent; in the remaining classes, the Office of Origin correlates of permanent headquarters files are also permanent. With very few exceptions, all Auxiliary Office

cases are approved for disposal.

The disposition instructions for each file classification are the primary means for ensuring the preservation of historically valuable FBI records. However, in 1981, NARA also developed the concepts of general exceptional cases and named exceptional cases as "safety nets" to further ensure the retention of files of historical value. General exceptional cases are cases that meet one or more of 12 criteria that are strong indicators of historical significance (e.g., cases mentioned in the FBI annual reports, files on individuals on the Bureau's Ten Most Wanted Criminals' List, etc.). Named exceptional cases are files on specific subjects designated by NARA. The 1981 schedule, as originally drafted, called for the permanent retention of the Headquarters and Office of Origin file on all exceptional cases. However, in 1986, the Federal Court overseeing the appraisal of FBI records mandated that NARA retain, in addition to these records, the Auxiliary Office files associated with exceptional cases. This was done over NARA's strenuous objection.

In 1981, approximately 3000 files were designated as named exceptional cases. Some were selected by NARA staff, including members of the FBI appraisal task force. Most, however, were selected by scholars who responded to requests for names made by NARA through notices in historical publications and correspondence with the chairs of college and university History Departments. A

1984 memorandum of understanding between NARA and the FBI allowed, but did not require, NARA to designate additional files for permanent retention as named exceptional cases. (This document, which deals with a variety of issues in addition to exceptional cases, was filed with the Court.)

III NI's Two-Year Test Program

In 1987, subsequent to a 1986 project to update the FBI schedule, the Archivist approved an action plan that provided for a two year test program to identify additional named exceptional cases. The plan called for NIR to then conduct a study to determine whether these cases are also permanent in accordance with other provisions of the FBI schedule. Based on the results of this survey, NIR would either continue to update the named exceptional list or recommend to the Archivist that NARA no longer do so.

In January, 1988, NARA units began submitting names to NIR on a quarterly basis for consideration as named exceptional cases. Special emphasis was given to subjects of regional significance who achieved prominence subsequent to 1981. NIR reviewed submissions, eliminating those unlikely to be the subjects of FBI files. For example, we deleted the name of an investment banker promoting a new airport because there was no reason to believe that his activities had triggered an FBI investigation. We also eliminated several submissions where it was clear that the related FBI files

were already permanent. Thus, we saw no need to forward [REDACTED]

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[REDACTED] nor the names of two persons identified as being on the Bureau's Ten Most Wanted List (inclusion on this list confers exceptional case status under the general exceptional case criteria). Where a relatively large number of names was submitted in connection with a single crime, we did not submit all of them. Rather, we deleted those who appeared to be minor players since they would be picked up in the main files associated with the case. We particularly did this in cases of limited historical significance, such as a fraud against the Government case involving the sale of used automobile parts disguised as new ones. (We also took this approach in connection with names submitted for Iran-Contra; we transmitted some of the names to the Bureau but were familiar enough with the case to know that certain individuals played so insignificant a role that any information concerning their activities would be captured in other permanent files.)

NIR provided consolidated lists to the FBI each quarter. Bureau personnel then checked the lists against their indexes. For names identified as the subjects of cases, the FBI provided us with the case file number and file size of the Headquarters case and as well as its Office of Origin correlate. Headquarters files identified through the FBI index check were examined by NIR personnel and information concerning each file was recorded on a special data collection sheet.

IV Results

NIR submitted a total of 311 names to the FBI. After searching their indexes, Bureau staff concluded that 50 of the 311 (16%) were not the subject of any FBI case files. For the remaining 261 subjects, the FBI located 1038 separate case files. However, after examining these records, we concluded that 469 (45%) were not truly relevant to our request and, therefore, we did not designate them as named exceptional cases. The following are examples of files treated in this manner:

1. Files in Class 9 (Extortion) and several other classes dealing with threats made by unknown persons against prominent individuals who were, technically, the subjects of the files. In these cases, the threats did not materialize and the perpetrators were never identified. Hence, the resulting files provide no substantive information concerning the prominent "victim" and were, therefore, deemed irrelevant. Approximately 160 files fell into this category.

2. Cases in Class 190 (Freedom of Information and Privacy Acts). These files contain no unique information other than routine documentation that is disposable under General Records Schedule 14. That is, other than copies of the documents requested, which are available in other files, they consist solely of the routine paperwork accumulated by the FBI in responding to

the FOIA or PA request. Approximately 45 files fell into this category.

3. Files in Class 197 (Civil Actions or Claims Against the Government). Many Class 197 cases have as their subject the cabinet member whose department is a party to the case, even though he or she has no direct involvement. Consequently, the FBI linked many such files with certain of the names we forwarded to them. We deemed approximately 170 of these files irrelevant because they contain no information concerning the individual who is technically the subject of the file. Forty-five such files were associated with [REDACTED] while former Secretary of Defense Caspar Weinberger was the subject of over a dozen.

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The forgoing examples are typical of most of the files we deemed irrelevant. Other files were so regarded because the matters with which they dealt were insignificant and/or tangential to the activities of the subject of the case. The following are examples of cases of this sort: files maintained in a foreign counter-intelligence classification pertaining to routine security arrangements undertaken in connection with overseas trips planned by Caspar Weinberger; an investigation in Class 145 (Obscene Matters) of whether a small-time distributor of pornography had links to [REDACTED] reputed to be the world's largest distributor of pornographic material (the brief file concluded that

the two were not even acquainted with one another); a three serial file dealing with the possible attendance at a conference of one of [] lieutenants (the file did not indicate the nature of the conference or whether the subject eventually took part in it); and a file in Class 47 (Impersonation) dealing with an unknown subject who claimed to be a close relative of former [] [] in order to cash checks [] was the subject of the case even though he had no involvement beyond being notified of the impersonator's activities).

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The FBI located 569 relevant files, which we earmarked for permanent retention as named exceptional cases. It is these case files which we analyzed to determine whether or not NARA should continue to designate named exceptional cases. Of the 569, 3 are in file classifications that are Disposition Not Approved. Therefore, we cannot say, at the present time, whether or not they would be retained without the safety net of the named exceptional case concept. The vast majority of the remaining relevant files are permanent at both Headquarters and Offices of Origin in accordance with the disposition standards contained in the FBI schedule.

Out of 566 relevant Headquarters files with approved dispositions, 456 (80%) are permanent under the FBI schedule. It should also be noted in this regard that 46 of the 110 temporary files are still open. Approximately 20 of these files are in classes where all

Headquarters cases, except for a small sample, are approved for disposal. However, the remaining cases are in classes where the disposition of individual files is a function of file size. Approximately 10 open files will very likely become permanent as additional serials (documents) are added. If these files are treated as permanent, the fraction of relevant Headquarters files that are archival under the FBI schedule is approximately 82%. A total of 407 relevant Office of Origin files were permanent under the approved FBI schedule (72%). Of the 159 temporary Office of Origin files, 49 were the correlates of permanent Headquarters files.

As noted earlier, many individuals are the subjects of more than one FBI case file. In such instances, however, there is almost always a single file that contains the fullest documentation concerning the subject. This file may be the most voluminous case associated with the subject, but volume is not the only consideration. In some instances, an individual file is deemed the primary file because it covers the full range of a subject's career and/or activities. In other cases, a file was regarded as primary because it pertained directly to the activities and events that led to the submission of the subject's name as a proposed exceptional case. For example, we treated as [redacted] primary file the case in Class 211 (Ethics in Government) that stemmed from allegations of improper conduct during his tenure as [redacted] [redacted] (as opposed to the background investigation undertaken in

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connection with his appointment as a member of the White House staff).

The primary Headquarters file, as defined above, is permanent for nearly all individuals having relevant FBI files - 237 files of 261 (91%) are permanent at present, and as several open files grow, it is likely that 93% will eventually be permanent. For 221 of these 237 subjects, the Office of Origin correlate of their main Headquarters file is also permanent; in only 13 cases is the Office of Origin correlate temporary (the main Headquarters files on three subjects are in Class 161, a file classification for which Headquarters is the Office of Origin). (It should be noted that the statistics provided above refer only to those subjects having relevant FBI files; in a few instances, the only file associated with a name forwarded to the Bureau was deemed irrelevant because it contained no substantive information concerning the subject. For example, the sole file the FBI located on [redacted] a file that resulted from a threat made by an unknown subject, fell into this category. The fact that this is the only case associated with [redacted] does not render it of value.)

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If NARA ceases to designate named exceptional cases, it is the files that are approved for disposal that will be lost. Hence, NARA's decision must rest on an analysis of these records.

Case files that would be destroyed if not designated as named

exceptional cases share a number of characteristics. First, they tend to be relatively slender. Thus, the 110 temporary Headquarters files have a total of approximately 1900 serials and average 17 serials per file. (The 456 permanent files have 15,200 individual serials and have on average 4.75 sections.) Likewise, the 49 temporary Office of Origin files whose Headquarters correlates are permanent had a total of 588 serials (only 12 serials on average).

Second, the files that are disposable are almost entirely in criminal (as opposed to security) classifications and a significant number are concentrated in a handful of classes. Of the 110 temporary Headquarters files, 41 are in just four classifications: 145 (Obscene Matters); 183 (Racketeer Influenced and Corrupt Organizations); 192 (Hobbs Act - Financial Institutions) and 194 (Hobbs Act - Corruption of Public Officials). In these classes and criminal classifications generally, the FBI traditionally creates a new case file for each specific crime or allegation, and, consequently, a specific individual is often the subject of many files. (This is in contrast to the FBI's practice in security-related investigations where new allegations and/or investigative data concerning the subject of an existing file are usually added to that file.)

Third, most of the temporary files have as subjects a relatively small number of individuals who also are the subjects of other,

more important files that are permanent under the FBI schedule. Thus, 80 disposable Headquarters files pertain to only 16 individuals. Typically, the temporary files contain little significant information concerning their subjects, particularly when compared to the files that are permanent.

For example, seven temporary files have as their subject slain Mafioso John DiGuilio. These files have a total of 100 serials. Most are barely relevant to DiGuilio, and the few that are fully relevant contain little information that is not also available in permanent files. Several of these files are described below:

1. One temporary file in Class 183 (Racketeer Influenced and Corrupt Organizations) pertains to the firing of a construction company employee. DiGuilio is the subject of the file because of links between the construction company and a trucking firm he controlled. This file, however, contains no substantive information concerning DiGuilio's trucking firm, an enterprise which is fully documented in two permanent case files.

2. Another Class 183 file is associated with DiGuilio merely because one of several individuals involved in the extortionate collection of a loan may have had links with him in the past.

3. Yet a third Class 183 file containing three serials deals with a ranking union official alleged to be under DiGuilio's

influence. A memorandum in this file states that "subject's activities can be effectively followed under Newark file 183-[number withheld], JOHN JOSEPH DIGUILIO, et al; RICO," a permanent file.

4. DiGuilio is the subject of a Class 197 file stemming from his claim that FBI investigative activities directed against him were illegal. This episode is documented in one of the permanent files the Bureau maintains on DiGuilio.

It should be noted that the four files on DiGuilio that are permanent in accordance with the FBI schedule have 17 sections and over 500 serials; they should adequately satisfy the needs of researchers interested in DiGuilio's career in organized crime.

Likewise, the FBI located 13 relevant files concerning New York mobster [redacted] Four of these files, which have a total of 31 serials, are temporary. These case files are similar to the disposable records concerning DiGuilio. Two deal solely with the technical aspects of enhancing the quality of surveillance sound recordings, while a two serial file in Class 183 merely notes [redacted] involvement in the trash removal industry. The fourth disposable file associated with [redacted] deals with the theft of checks from a bank. A suspect was overheard mentioning the name [redacted] and the case agent thought this might be a reference to [redacted] This is the only mention of [redacted] in the file.

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Full documentation concerning [] is available in the 9 files that are permanent; these files include an 8 section case file in Class 183 and several other multi-section files. These files deal with all aspects of [] career, including his role in the trash removal industry. They also contain substantive information concerning the sound recordings whose enhancement is the subject of the two temporary files noted above.

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Thus, the disposable files on DiGuilio and [] contain little substantive information that is not duplicated in other files that are permanent. Similar situations prevail in the case of such subjects as Mafia figures [] and convicted []. Likewise, most of the Office of Origin files that are temporary are relatively insignificant when compared with the permanent Headquarters and Office of Origin files that pertain to their subjects. For example, the FBI maintains files on [] a convicted Columbian drug kingpin, in Class 26 (Interstate Transportation of Stolen Aircraft), Class 12 (Narcotics), and Class 245 (Drug Investigative Task Force). The files that directly pertain to [] drug dealing are in Classes 12 and 245 and are permanent at both Headquarters and the Office of Origin. Of the files on [] only the Office of Origin correlate of his Class 26 file is temporary. While this file has 145 serials, the permanent Headquarters and Office of Origin files on [] in Classes 12, 26, and 245 contain 1068 serials. Finally, as noted earlier, the

Office of Origin correlate of the main Headquarters file on a subject is only rarely approved for disposal - only 5.5% of these files are temporary.

Fourth, only for a very small number of individuals were all the relevant FBI files temporary. This situation prevailed in the case of only 24 individuals. Some in this category were of considerable national prominence or notoriety. However, their FBI files were slender and, therefore, temporary because they were not the subjects of sustained FBI investigative activity. For example, the only FBI file pertaining to [REDACTED]

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is a temporary case in Class 95 (Laboratory Matters); apparently, the FBI had only minimal involvement in his apprehension. Most of the 24, however, were of considerably less prominence than

[REDACTED] They included racketeers whose status is well below that of [REDACTED] local government officials (such as bribe-taking police officers of relatively low rank), and figures who briefly achieve a high degree of local and even national attention, but are quickly forgotten (such as [REDACTED])

[REDACTED]
[REDACTED] The FBI files on such individuals are typically brief since the Bureau did not subject them to investigations of an intensive and/or extensive nature. Consequently, these files do not significantly enhance our knowledge of the subject and have minimal research potential. For example, the only file on a mortgage company president involved in

investor fraud consists of a seven serial case file in Class 88 (Unlawful Flight to Avoid Prosecution) that deals solely with his attempt to avoid trial; the FBI apparently did not investigate the crimes that led to his flight.

In sum, relatively few Headquarters and Office of Origin files would be lost were NARA to discontinue the exceptional case procedure. Furthermore, the cases that would be destroyed are slender files concerning subjects whose activities are thoroughly documented in other FBI records that are permanent. In the few instances in which all relevant files on a subject are disposable, the subjects are either figures of marginal significance or individuals who may be notorious but were not the targets of substantive FBI investigative activity.

V Conclusions/Recommendations

In 1981, at the close of its project, NARA's FBI appraisal task force conducted a limited study of the need for named exceptional cases. One hundred randomly selected named exceptional cases were checked against the general exceptional case criteria and the disposition instructions for their file classification. The task force determined that nearly all case files of truly exceptional value would be saved even if they had not been designated as named exceptional cases. The task force concluded that "with the completion of the appraisal process, a continuing file of possible

[named] exceptional cases should not be necessary ... [since] an overwhelming percentage of exceptional cases will be retained using the disposition instructions and [general] exceptional case criteria."

The study conducted between 1988 and 1990 fully confirms NARA's 1981 findings. NARA should, consequently, cease designating FBI case files for permanent retention as named exceptional cases. The vast majority of these cases are already permanent at both Headquarters and Offices of Origin in accordance with the FBI schedule. Relatively few Headquarters and Office of Origin cases would be lost without the named exceptional case procedure and almost without exception, the destruction of these files will not significantly diminish the historical record. Continuing to designate named exceptional cases will, consequently, result in the expenditure of considerable effort by both NARA and the FBI and lead only to the retention of records whose value is at best marginal.

January 9, 1992

Mr. Raymond A. Mosley
Executive Staff Director
National Archives and
Records Administration
Washington, D.C. 20408

Dear Mr. Mosley:

I have received your letter of December 19, 1991, and have reviewed the minutes of the December 10, 1991, meeting at the National Archives.

From having had the opportunity to attend and participate at the meeting, I have some appreciation for this very important initiative and I am fully prepared to assist this effort in any way possible.

Please do not hesitate to call on me; I can be reached at [redacted]

Sincerely,

MVH
Martin V. Hale
Security Programs Manager

1 - Mr. Brandon
1 - Mr. Hale

1 - [redacted]
1 - [redacted]

MVH:jml (6)

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MAIL ROOM ☐

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U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

March 12, 1992

[Redacted]
National Archives and Records Administration
Attention: NIR
Washington, D.C. 20408

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Dear [Redacted]

This is to inform you that [Redacted] Unit
Chief of the Records Policy Unit, Information Services Section,
Information Management Division, has been designated Records
Officer for the Federal Bureau of Investigation effective
March 16, 1992.

All questions regarding records disposition matters
should be directed to [Redacted] or the
following address:

Federal Bureau of Investigation
J. Edgar Hoover Building
10th and Pennsylvania Avenue NW
Washington, D.C. 20535

It is requested that [Redacted] be placed on your
mailing list.

Sincerely,

Randolph G. Prillaman

Randolph G. Prillaman
Section Chief
Information Services Section
Information Management Division

66-19249-426

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Director's Sec'y _____

TBD: tbd/der (3)

Mr. Prillaman

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*Sent Direct.
3/16/92
JS*

MAIL ROOM

Memorandum

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To : Mr. Christensen *huf/B* Date 1/28/92
From : R. G. Prillaman *RGP/B*
Subject : NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) -
APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

Reference is made to R. G. Prillaman to Mr. Christensen memorandum, dated 10/9/91, captioned as above.

PURPOSE: To place FBIHQ Divisional responses to referenced memorandum on record.

DETAILS: Referenced memorandum requested all FBIHQ Divisions to identify and describe all automated records systems under their control and advise the Information Management Division of these systems. All FBIHQ Divisions responded, as requested, and disposition authorities are being developed by NARA for inclusion in the FBI Records Retention Plan and Disposition Schedules.

RECOMMENDATION: That instant memorandum be placed on record with FBIHQ Divisional responses to referenced memorandum as an Enclosure Behind File.

huf/B
APPROVED: Adm. Servs. _____ Laboratory _____ Off. of Liaison _____
Crim. Inv. _____ Legal Coun. _____
Director _____ Ident. _____ Tech. Servs. _____
Dep. Dir. _____ Insp. _____ Training _____
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1- Enclosures

66-19249

1 - IMD Front Office
1 - Mr. Prillaman

1 -
1 -
1 -

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66-19249-427

WS:WS (6)

Don. + huf/B

STROM THURMOND
SOUTH CAROLINA
COMMITTEES

ARMED SERVICES
JUDICIARY
VETERANS' AFFAIRS
LABOR AND HUMAN RESOURCES

United States Senate

WASHINGTON, DC 20510-4001

February 24, 1992

Mr. John W. Collingwood
Chief Counsel
Federal Bureau of Investigation, Room 7240
9th and Pennsylvania Avenue, N.W.
Washington, D.C. 20535

Dear Mr. Collingwood:

Enclosed is a copy of correspondence I have recently received from [redacted] I believe you will find it self-explanatory.

Your reviewing this material and providing any assistance and/or information possible under the governing statutes and regulations will be greatly appreciated. Thank you for your attention in this matter, and I look forward to hearing from you soon.

With kindest regards and best wishes,

Sincerely,

Strom Thurmond

ENCLOSURE

ST/hm
Enclosure

Strom Thurmond

Please include in your response case number # 2051210028

66-19249-428

Interim sent
to Sen. Thurmond
3-2-92
CAG

Final reply
3/17/92
SHM

OPA-BHM

92 JAN 24 PM 2:12



Anderson
Orthopaedic
Clinic, P.A.

January 20, 1992

The Honorable Strom Thurmond
United States Senator
Washington, D. C.

Dear Senator Thurmond,

On this day when we are celebrating Martin Luther King's birthday, I wonder if you could tell me who is responsible for closing the records on this man's public and private life for a period of fifty years. Certainly, they have done the world and the United States a great disservice.

Sincerely,



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SHH:nw

500 North Fant Street, Anderson, South Carolina 29621 ■ 803 225 1601

S. H. Huff, Jr., M.D.
Orthopaedic Surgery

J. David deHoll, M.D.
Orthopaedic Surgery

R. A. Dameron, Jr., M.D.
Orthopaedic Surgery

J. L. Moran, M.D.
Orthopaedic Surgery

L. D. Ratliff, M.D.
Orthopaedic Surgery

C. T. Gibson, M.D.
Orthopaedic Surgery

ENCLOSURE

66-19249-428

Memorandum



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Telephone Rm. _____
Director's Office _____

To : Mr. Christensen

Date 12/17/91

From : R. G. Prillaman

Subject : DESTRUCTION OF RECORDS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

PURPOSE: To record the results of a request of all field offices to respond to FBIHQ concerning retention of historical records.

DETAILS: By Buairtel, dated 3/11/91, captioned as above, all SACs were requested to identify and preserve historical cases pursuant to instructions set forth in the FBI Records Retention Plan and Disposition Schedule relating to the exceptional record category. All files that were identified and stamped for preservation will eventually be forwarded to FBIHQ for transfer to the National Archives and Records Administration.

All offices have responded and the responses are filed as an enclosure to this memorandum.

RECOMMENDATION: None. For information only.

Enclosure

66-3286-Sub B

1 - IMD Front Office
1 - Mr. Prillaman

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1 - 66-19249

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WJR:sc (7)

66-19249-428X

ORIGINAL FILED IN 66-3286-Sub B

March 17, 1992

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Honorable Strom Thurmond
United States Senate
Washington, D.C. 20510-4001

Dear Senator Thurmond:

I am writing in further reply to your February 24th correspondence on behalf of [redacted] your case number 2051210028. [redacted] wants to know who is responsible for "closing the records" on Dr. Martin Luther King, Jr.

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The only FBI documents which in their entirety are not available to the public are those in the custody of the National Archives and Records Administration. On January 31, 1977, Judge John Lewis Smith, Jr., of the United States District Court for the District of Columbia, ordered the FBI to turn over to the National Archives all known copies of tapes, transcripts, and logs of microphone and telephone surveillances of Dr. King and the offices of the Southern Christian Leadership Conference (SCLC), where they were to remain under seal for a period of 50 years.

The FBI continues to retain in its possession all other records relating to the internal security investigation of Dr. King and the SCLC, as well as the King assassination file. These documents are made available to the public under the Freedom of Information Act, and at the present time, approximately 67,000 pages can be reviewed and copied. The released material can be reviewed in the Freedom of Information-Privacy Acts Section Reading Room at FBI Headquarters in Washington, D.C., by appointment. If your constituent wishes to review this material, he should call (202) 324-3399 to make an appointment. If he would like copies of these documents, he may write to the Freedom of Information-Privacy Acts Section, FBI, 9th Street and Pennsylvania Avenue, N.W., Washington, D.C. 20535, and indicate the specific aspect of this subject about which he desires information. No fees are assessed for the first 100

- 1 - Columbia - Enclosures (2)
1 - [redacted] (Room 6959) - Enclosures (2)

This reply may engender a future FOIA request.
Congressional Affairs Office (detached)

66-19249-429

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BHM:jam (8)

SEE NOTE PAGE TWO

MAIL ROOM

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Honorable Strom Thurmond

pages of duplication or if the duplication costs for the remaining pages do not exceed \$8. There is a fee of 10 cents per page for any duplication beyond these limits.

I hope the information I have provided will be of assistance to you in responding to your constituent.

Sincerely yours,

JE
John E. Collingwood
Inspector in Charge
Congressional Affairs Office

NOTE: [redacted] wrote Senator Thurmond to find out who was responsible for closing the records on the public and private life of Dr. Martin Luther King, Jr., for a period of 50 years. Based upon available data, Bufiles contain nothing identifiable with [redacted]. This reply is based on others sent previously in response to similar inquiries. Interim reply sent to Senator Thurmond 3/2/92.

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APPROVED: *RGP*
JKO
Adm. Servs. _____ Laboratory _____ Off. of Liaison _____
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National Archives



Washington, DC 20408

APR 8 1992

Mr. G. Norman Christensen
Assistant Director
Information Management Division
Federal Bureau of Investigation
Washington, DC 20535
Attention: Tom Dudney

Dear Mr. Christensen:

NATIONAL ARCHIVES AND RECORDS SERVICE

In light of the resurgence of interest in the assassination of John F. Kennedy and the possible revision of restrictions on access to Congressional records regarding it, we recently investigated the storage conditions of the audiovisual records of the House Select Committee on Assassinations (HSCA). While all of the record material was properly stored, we found that a publicly available list of the Committee's audio tapes contained names of individuals whose identities might be exempt from disclosure to protect their privacy. We have determined through subsequent research that in several cases, the individuals listed had a relationship with the Federal Bureau of Investigation.

The records of the HSCA were accessioned by the National Archives in 1980 as a single body of records. The non-textual materials were withdrawn and transferred to our audiovisual unit for preservation purposes. The list of tapes was prepared in 1981 at the time that the audio visual records were transferred. The list of audio recordings of the HSCA had been available in our research room for roughly 10 years. Since finding the list, the Archives has taken the following actions to ensure no unauthorized access can occur:

1. All copies of all tapes and cassettes have been moved to security vaults.
2. All copies of lists of items have been moved to security vaults.
3. The index to audio collection was removed from research room. All cards referring to the House Select Committee on Assassinations audio recordings have been removed from the audio index.
4. All references to the House Select Committee on Assassinations audio recordings in the audio-visual computer

66-19249-430

ORIGINAL FILED IN 62A-HQ-1029205-6

catalog, AVOLIS, were deleted.

5. All of the original tapes and cassettes and all of the existing copies were inventoried.
6. All of the names mentioned on all lists were checked against the printed transcripts for identification.
7. Permission records were checked for access requests.
8. All sensitive audiovisual records have been identified, entered into a control log, and relocated to vault storage.

In addition, the following actions are planned:

1. We will arrange for special training for staff in describing and handling restricted audiovisual records.
2. We have proposed changes in processing for restricted records description and reproduction.
3. We are developing written internal procedures for audiovisual records to avoid future incidents.

There is no evidence that any researcher ever had access to the actual tape recordings. Similarly, we have no evidence that any researcher who had access to the list understood the meaning of the information. Any possible link to the FBI was established by NARA archivists in an internal review of closed textual HSCA records. Nonetheless, the very existence of the list in a public research room may constitute unauthorized disclosure of the names of persons associated with the FBI and we wanted you to be aware of it.

If you would like further information or clarification of the circumstances surrounding this incident, I would be happy to provide it.

Yours truly,

[Redacted Signature]

Assistant Archivist
for the National Archives

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National Archives



Washington, DC 20408

March 13, 1992

322

Mr. Martin Hale
Federal Bureau of Investigation
Hoover Building, Room 4246
Washington, DC 20535

Dear Mr. Hale:

AND RECORDS SERVICE
The National Archives has completed a draft statement of work for the proposed feasibility study of an interagency database of declassification actions. We are enclosing a copy for your information and review.

The National Archives has concluded that a two-phase study of the interagency database proposal is necessary in order to provide additional opportunity for comment and evaluation from agencies with declassification responsibility. At our meeting in December 1991, we did not detect a consensus on many of the issues that were raised and discussed. Therefore, we feel that the system concept for an interagency database of declassification actions is not presently well-enough defined to be successfully evaluated in a one-phase analysis.

The enclosed statement of work calls for the feasibility study to be conducted in two phases. In the first phase of work, the contractor will study and refine the system concept for an interagency database of declassification actions and will present and evaluate alternative approaches for their operational feasibility.

After we receive and circulate the contractor's report, the National Archives will invite representatives of agencies with declassification responsibility to discuss the report and exchange insights on the most promising system concepts to evaluate fully for their technical and cost feasibility. The second phase of work will be a full feasibility study, with cost-benefits analysis, of the system concepts selected by NARA, ISOO, and the participating agencies after evaluation and discussion of the first phase report.

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The National Archives will make the draft of the full final report of the study available for comment to agencies with declassification authority. The contractor's final report will be publicly available.

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The purpose of the statement of work for this feasibility study is to identify the system concept to be analyzed and the critical issues to be considered without unduly constraining the concept

initially or prematurely prescribing implementation detail. We welcome your comments and continuing assistance in developing a statement of the problem, and in identifying major issues.

We also request that, with your comments, you identify the name, mailing address, and telephone number of the person who will be your agency's point of contact for the feasibility study. A list of the agency points of contact will be submitted to the contractor as part of the fifth item of Appendix C in the statement of work.

We ask for your comments by April 6 in order to have sufficient time to reflect them in the final statement of work. If you have any questions, please refer them to [redacted] at [redacted]

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Sincerely,


Raymond A. Mosley
Executive Staff Director

Enclosure

**Statement of Work
Feasibility Study for an
Interagency Database of Declassification Actions**

1. Problem statement.

Classified documents frequently exist in multiple copies, filed in different agencies or in different divisions of the same agency. Over time, therefore, multiple requests for declassification review of the same document may occur. Interagency mechanisms for the exchange of declassification actions on documents presently do not easily or routinely support uniform declassification of all copies of the same document. As a result, declassification review today can be time-consuming, inconsistent, and redundant.

2. Proposed solution.

The Information Security and Oversight Office (ISOO) has proposed an electronic database of declassification actions, to be shared by all agencies with declassification authority. In concept, this database would record declassification actions on documents, enabling agencies to determine whether a document had already been subject to declassification review and what the result of that review had been. It might also store the images of those documents, in whole or in excised versions. If the database provided comprehensive information on declassification actions for individual documents, agencies could search the database to verify declassification action, and would not be required to refer duplicates of documents in the database to the agency of origin for review. Sequential, inconsistent decisions could be avoided.

The expected primary intangible benefit of such an interagency database of declassification actions would be improved consistency in declassification review, resulting in the enhancement of public confidence in the declassification process. The expected primary tangible benefit of the database would be reduced redundancy in declassification review, resulting in more efficient and more economical declassification review.

3. Background information.

Throughout the Executive Branch, agencies review documents for declassification, because a member of the public has made a request, a government agency wishes to use the document in a public form, or because of the document's historical value. Members of the public may request classified documents under the provisions of the Freedom of Information Act (5 U.S.C. 552) or under the mandatory declassification review provisions of the Executive Order governing national security information, currently Executive Order 12356. The systematic declassification review provisions of Executive Order 12356 apply to the routine review of classified records of permanent value.

In mandatory or FOIA-driven declassification review, the agency which receives the request for information identifies the documents it holds which are relevant to the subject of the request and coordinates its declassification decisions on the relevant documents with other agencies as necessary. Coordination with another agency is required whenever that agency

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has an equity interest in the classified information under review. Each relevant classified document is reviewed to determine if it can be declassified and released in full, if it contains classified information that is segregable and can be released after classified portions are excised, or if the entire document is still classified and must be withheld. If an agency decides that it must withhold a relevant document in its entirety, the Freedom of Information Act requires the withholding agency to release a description of the document sufficient to allow the requester to prepare a case for judicial appeal of the decision. Mandatory declassification review procedures do not include provisions for judicial appeal.

The Freedom of Information Act provides for nine exemption categories under which it may be necessary to withhold information from public release. Categories of protected information include national security, personal privacy, law enforcement investigations and trade secrets. The withholding agency is required to document, by exemption category, the reason for withdrawal of a document, or any part of a document, under the provisions of the Freedom of Information Act.

In systematic review, agencies review accumulations of historical documents that are judged likely to be fully or largely declassifiable. Because declassification is voluntary and not in response to a request for information from a member of the public, agencies are not required during systematic review to separate classified from unclassified sections of documents. However, if a document left classified in its entirety during systematic review becomes the subject of a mandatory or FOIA request for review, any part of the document which can be segregated out and declassified must be released.

An agency seeking to review documents originating within the agency can handle the review internally. Often, however, the agency's files include documents originating outside the agency or containing sensitive information gained by another agency, necessitating coordination with the agency of origin. For documents held by the National Archives (NARA), archivists may have the authority to review and declassify documents containing certain types of information from some agencies but lack the authority to declassify other types of information. In the latter cases, the National Archives must refer the documents to the agency of origin for review or coordination of review. These referrals are time-consuming and labor-intensive for both referring and originating agencies.

With inexpensive, ubiquitous duplication equipment in government agencies, classified documents frequently exist in multiple copies. A memorandum from a staff member at the National Security Council to a staff member in the Office of the Secretary of Defense could easily be duplicated not only in those two offices but also in the files of the President, the Department of State and the Central Intelligence Agency, to name only the most obvious. If the Department of State receives a Freedom of Information Act (FOIA) request that includes its copy of the document, it will refer the document to the National Security Council (NSC) for determination. The NSC will review it and provide advice to the Department of State, but it may not know where all the additional copies reside and it will probably not be able to notify all other holders of the document of the decision that has been made. It is quite common for a single document to be classified in the files of one agency while unclassified in another and, if previously reviewed, declassified in part in a third.

In addition to the problems caused by dispersal of copies of a document, agencies have difficulty maintaining consistency among sequential requests for the same document. As control systems become more sophisticated, this problem is lessening but is far from eliminated. In Congressional hearings in 1990, two copies of the same document were exhibited, each bearing different excisions. While this would be reasonable if the copy reviewed last had fewer excisions, the reverse was true. In effect, in the second copy the agency was restricting information it had previously made public, thereby impairing the public's confidence in the entire declassification review process.

4. Scope and contents of the database.

An interagency database for declassification actions would be a new mechanism for the control of declassification review. It would therefore be unwise to specify precisely, in advance of a feasibility study, the scope or contents of the database. Indeed, a major early task of the feasibility study for such a new effort would be to refine the system concept for an interagency database of declassification actions. Even though the system concept for an interagency database of declassification actions has not been completely defined, the major determinants of the scope and contents of such a database are relatively well understood within the community of agencies with declassification responsibility. These determinants are discussed in this section.

a. Inclusion of mandatory, systematic and FOIA review.

The scope of a database of declassification actions is declassification review. FOIA review of unclassified materials is therefore outside the scope of the database. Type of declassification review, whether mandatory, systematic, or FOIA, may be a basis for defining the scope for a database of declassification actions. Based on the type of review, alone or in combination with other criteria, it may be possible to separate out classes of documents that have a high vulnerability to duplicate or inconsistent review.

A mandatory or FOIA-driven declassification review is the review of a collection of documents related to a particular external request. Reviews therefore may be predominantly topical, and cases may involve relatively current documents. Topics of review may be of general interest, or may be of interest only to a few individuals. As part of the FOIA or mandatory review process, relevant documents may be removed from original files, copied, and assembled into supporting files for particular FOIA cases.

Mandatory or FOIA-driven declassification review may be tracked at case level only, or declassification of individual documents may also be tracked. Individual documents may be released as wholes or denied as wholes, but partial release of documents, with still-sensitive phrases or paragraphs removed, is a common occurrence. Attributes which usefully characterize documents may include the following: date, title, agency of origin, sender, recipient, type of document. Such document attributes are readily identifiable and can be used to support document retrieval. More subjective document attributes, for example subject(s) of document, can also support retrieval but may be more difficult to assign consistently.

Systematic review, in contrast, is characteristically performed over accumulations of permanently valuable documents that are thought likely to be largely declassifiable. Reviews may be predominantly chronological rather than topical, but general subject matter of documents under review is viewed as being of significant current interest. Certain accumulations of documents may be reviewed in bulk, and therefore may not ever be controlled at the level of the individual document during declassification review. In systematic review, in contrast to mandatory or FOIA review, it may be more common either to declassify or withdraw documents as wholes, rather than to segregate and withdraw only the classified sections of documents. Although duplicate documents may be common in systematic review, ensuring consistent declassification decisions may be less of a concern than with FOIA review, as documents withheld under systematic review would be reconsidered upon user request. In systematic review, delays to check a database for duplicates may not be warranted.

- b. Inclusion of documents that have not yet become the subject of referral for declassification review, or that are unlikely to become the subject of such a referral.

Documents might be included in the database only if referral to another agency became necessary as part of declassification review. Alternatively, documents might be added to the database by an agency immediately after internal review, whenever the declassification of such documents would likely be of wider interest within the community of agencies with declassification responsibility.

- c. Inclusion of document images in the database.

The database of declassification actions might contain bibliographic attributes of declassified documents only, or it might also contain images of the documents themselves. A database containing images of documents would allow a direct comparison of documents, assuring a reviewer that a document under review is an exact duplicate of a document in the database. However, an image-based database system is typically more costly to implement than a conventional database system, because system requirements are more demanding.

- d. Inclusion of classified and other protected information in the database.

An unclassified database of declassification actions seems to be the preference of agencies with declassification responsibility. Whether limiting the database to unclassified documents and document attributes would reduce its effectiveness would seem to require some consideration.

Declassification review of a document results in one of three decisions: 1) The document contains no segregable classified information and must therefore remain classified in its entirety. 2) The document contains segregable classified information; part of the document can be withheld and the balance declassified. 3) The document can be declassified in its entirety.

If a document reviewed under FOIA is to be withheld in its entirety, the agency furnishes the requester a general description of the document. If the document is released in part, the withheld sections of the document are excised, or redacted, with the reason for each redaction

marked on the document. Information may be withheld based on any of the nine exemption categories of the Freedom of Information Act, and not solely based on the exemption categories related to national security. If partially declassified versions of documents were included in the database, the reason for withdrawal of excised sections would need to be recorded in the database, regardless of the reason for the withdrawal.

For example, a classified document may, upon review, be determined to contain no information that still must be protected in order to safeguard national security. In such a case no part of the document would be withheld under exemption category (b)(1). However, if sections of the document contained information on an individual, and release of the information would be an invasion of personal privacy, relevant sections of the document would be withheld under exemption category (b)(6).

- e. Use of the database to facilitate declassification review or restriction of the database to an after-the-fact register of completed declassification actions.

An interagency database could support case tracking for mandatory and FOIA declassification review, and it could support project tracking for systematic review. However, as the purpose of the database is to reduce time delays, redundancy and inconsistency in review, some aspects of project and case tracking functionality, may be outside the necessary scope of the database. It may instead be preferable to limit the scope of the database to the final product of declassification review, a declassification action on a document.

Documents clearly are classified only because of the information which they contain; it is the information which is classified, not the medium on which it is recorded. However, classified information is regularly exchanged after being incorporated into documents, and certain materials become classified because of the transactions (for example, between governments) which they document. The document, therefore, has become a customary focus of declassification efforts and existing automated systems.

It is, of course, a much more straightforward matter to determine whether copies of documents are duplicates and, if they are, to ensure that they are declassified and released consistently, than to demonstrate that two different documents contain the "same" element of information, and thus to ensure consistent declassification of information. Consequently, the system concept for a database of declassification actions would likely view declassified documents as finished work products, and not include the process of identifying and declassifying information directly within the scope of the database. However, subject attributes of documents, if included in the database, might be useful to compare documents on related subjects and thus enhance the consistency of declassification.

- f. Relevance of the mosaic theory of information sensitivity.

Under the mosaic theory, information that would not otherwise be sensitive could become sensitive as a result of the context in which it occurs. For example, the information in several unclassified documents placed in the same file could imply a relationship between events which otherwise would not be readily discernable. It is the relationship between events which is protected information. Individual documents do not themselves contain classified

information, but the information which can be inferred by their occurrence in the same file is sensitive.

In such cases the basis for classification would be information contained at the level of the file, rather than at the level of any individual document in the file. If the database of declassification actions were limited to the products of declassification review, documents withheld to prevent a mosaic effect would seem to be outside the scope of the database.

g. Inclusion of textual (transactional or interpretive) and nontextual (primary data) records.

At least two distinct types of classified records exist: primary nontextual data, such as aerial film; and textual records, or documents. By their nature, primary data records generally do not themselves contain the context attributes commonly embedded directly in documents (e.g. date, agency of origin, sender, recipient) and may not be subject to the same problems of duplication and redundant review as textual documents.

h. Inclusion of executive branch, congressional and judicial records.

Authority to classify and declassify records is restricted to the executive and congressional branches. The scope of a database of declassification actions, however, would seem to be the documents of the executive branch.

i. Inclusion of versions of progressively declassified documents.

Over time, certain documents may be progressively declassified. Successive declassified versions of the same document thus properly may exist, giving evidence of the information judged releasable at any particular time and confirming the consistency of previous declassification decisions. Maintenance of versions of progressively declassified documents in the database might prove useful to document the versions of documents made available at different times.

j. Automatic declassification decisions for duplicate documents.

A database of declassified document images would support a change from the present system of routine sequential referral of all copies of documents to the creating agency for declassification review. If a document is declassified, an exact duplicate of the document would also be declassified.

At issue are the limitations, if any, that would ever need to be placed on the automatic declassification of documents identical to those contained in the database. An access predicament would potentially occur if document images were not included in the database but some form of public access to the database existed. An agency holding an exact copy of a document that had just been declassified in full might be asked to allow access to its copy rather than to refer the researcher to the declassifying agency to obtain a copy of the document.

k. Automatic or on-demand and declassification of duplicate documents.

Automatic declassification of all copies of the same document would seem to be achievable only if documents were assigned a control number at the time of creation, and agencies participating in the interagency database maintained an exact record of the location of all controlled documents that they held. A feasibility analysis of automatic declassification would assess the difficulty and usefulness of immediately declassifying all copies of the same document, as opposed to an as-needed approach to the declassification review of duplicates.

l. Public access to a database of declassification actions.

If the database of declassification actions is unclassified, some form of direct public access to the database may be possible. A database of declassification actions that supports some level of direct public access may have the potential to reduce the cost to the government for, or improve the responsiveness of the government to, repetitive public requests for information.

m. Strategic value of information in a database of declassification actions.

The major purpose of the database is the facilitation of declassification review by expert agency reviewers. An interagency database might provide collateral benefits. If discovered, such strategic values of the database, while not the direct tangible benefits of an improvement in declassification review, might nevertheless represent tangible benefits achievable through reuse of the data in the database.

5. Overall plan of work.

a. Strategy.

The determinants affecting the scope and contents of the database are presently not well-enough defined that a successful study can be accomplished in one stage. The community of agencies with declassification authority currently do not have a clear consensus on a single system concept for the interagency database of declassification actions. Work in the feasibility study will therefore be divided into two phases.

Section four of this statement of work identified a number of issues which have not been resolved. In the first phase of the feasibility study, the contractor shall address these issues, refine the system concept for an interagency database of declassification actions, identify the advantages and disadvantages of alternative decisions about scope and contents of the database, and develop system concepts around identified alternatives. At the end of the first phase of work, the contractor shall provide an interim report. The National Archives will circulate the draft report to all participating agencies for comment.

After receiving the report, the National Archives will convene a forum for agencies with declassification authority. The forum will assist the agencies in evaluating the range of system alternatives identified by the contractor. The agencies will disqualify an alternative system concept whenever a consensus can be reached to reject the alternative as being operationally undesirable. Conversely, they will retain for further evaluation any system concept having strong operational merit. Based on this evaluation of first phase work, the

National Archives will inspect the work of the contractor prior to the beginning of the second phase of the study. During the second phase of work, the contractor will develop system designs for the remaining system concepts and evaluate the costs associated with each of them.

b. General.

The emphasis in the first phase of work will be a functional concept analysis. The outcome of the first phase of work shall be a refined system concept and an identification of the system alternatives having operational feasibility. The emphasis in the second phase of work will be the technical and cost feasibility of the system alternatives identified in the first phase of work. The outcome of the second phase of work shall be a feasibility study document summarizing both phases of work and recommending a proposed approach. Refer to the statement of tasks and deliverables, in section six below, for the study timetable and the itemized statement of contractor's responsibilities.

In the first phase of work, the contractor shall survey current practices, analyze existing intra-agency manual and automated systems, and refine the system concept for an interagency database of declassification actions. Methods shall include but are not necessarily limited to review of relevant regulations or implementing directives and on-site interviews with officials at agencies having declassification authority or oversight responsibility for declassification review.

Determinants of the scope and contents of the database identified in section four of this statement of work shall be explored, evaluated and addressed in this phase of work. Determinants identified in section four shall not be interpreted to restrict inquiry, but to facilitate it. The contractor shall interview officials from all agencies participating in the study, as listed in documents provided to the contractor, gain the perspectives of participants on identified issues, and take into account any additional issues identified during the interviews.

In the final deliverables for the first phase of work, the contractor shall develop and describe alternative system concepts and describe the advantages, disadvantages and operational impacts of each. In particular, the contractor shall identify and estimate extraordinary costs to any single agency which would result from acceptance of any system alternative. The contractor shall provide a draft report at the close of the first phase of work. The report shall follow the format and contents of the Outline of Contents of the Functional Concept Study Document for the first phase of work, as found in Appendix A, unless the National Archives gives written approval for a change in outline.

After delivering the draft report, the contractor shall brief the NARA and ISOO on the results of its first phase of work. The contractor will receive a formal evaluation of the quality and completeness of the draft report from NARA and ISOO. The contractor shall prepare a final draft report for circulation to all participating agencies, and then, in group forum, shall brief all agencies participating in the study. The agencies will have a formal comment period. At the end of the comment period, the contractor shall prepare a final report for the first phase of work. After receiving the final report, the National Archives, in consultation with ISOO and participating agencies, will choose a set of alternative systems from those described in the

first phase report, to be evaluated fully for technical and cost feasibility in the second phase of work. NARA will provide this redirection within 30 days of receipt of the final first phase report.

In the second phase of work, the contractor shall perform the technical and cost feasibility analyses of the selected alternative systems. The contractor shall identify the most promising approach to fulfill the identified objectives and requirements of the system. The contractor shall identify the organizational and operational impacts of the proposed approach, giving special attention to privacy and security implications and to special or extraordinary costs involved in development, installation or operation of the proposed system. The contractor shall describe the advantages and disadvantages of alternatives that were considered but rejected in deference to the proposed approach. The contractor shall explain the reasons for the rejection of each alternative system. The contractor shall develop detailed cost models for each of the alternatives, including the current modus operandi. These cost models shall include both non-recurring and recurring costs and benefits. The cost models shall contain sufficient detail so as to identify any extraordinary costs to any single agency associated with adoption of any system alternative. The contractor shall assess both tangible and intangible benefits of each system alternative.

Deliverables shall include status reports, draft and final feasibility study reports, and briefings first to NARA and ISOO, and then in group forum, to agencies participating in the study. Review of work shall follow the pattern established in the first phase of work, and itemized in section six below. The Feasibility Study Document shall follow the format and contents of the Outline of Contents of the Feasibility Study Document, as found in Appendix B, unless the National Archives gives written approval for a change in outline. The contractor shall consider FIPS PUB 64, *Guidelines for Documentation of Computer Programs and Automated Data Systems for the Initiation Phase*, to be additional guidance in the format and layout of the feasibility study document. Neither Appendix B of this document nor FIPS PUB 64 is fully binding on the contractor. The contractor may propose alternate report formats and may alter report formats based on written approval from the National Archives.

Access to the deliverable presented by the contractor at the close of the first phase of work may if necessary be restricted to the contractor's project team and to officials in participating agencies. The final feasibility study document shall be prepared so as to allow unrestricted public access.

6. Statement of tasks and deliverables.

a. First Phase of Work.

1) Tasks. The contractor shall

- a) Survey current manual and automated systems and practices for declassification review. Review current regulations and implementing directives.**

- b) Interview agency officials concerning the determinants of the scope and contents of the database, found in section four of this document, and as extended during the course of the study.
 - c) Refine the requirements and the system concept, based on information gained in the two previous tasks.
 - (1) Identify, analyze and develop alternative system concepts, including current methods.
 - (2) Analyze the advantages, disadvantages and operational impacts of alternative system concepts.
- 2) Deliverables.
- a) Status reports. The contractor shall provide written status reports every thirty days. Status reports shall be supplemented by oral briefings.
 - b) Formal briefings. The contractor shall present a formal briefing for NARA and ISOO upon delivery of the draft report for the first phase of work. The contractor shall present a formal briefing for all participating agencies, in group forum, upon delivery of the final draft report for the first phase of work.
 - c) Functional Concept Study Document. The contractor shall provide to NARA 25 copies of each of the two draft reports, and the final report.
- 3) Timetable.
- a) Status Reports: every 30 days from the date of award of contract.
 - b) Draft Functional Concept Study Document: 4 months from date of award of contract.
 - c) NARA/ISOO Briefing: 10 working days from date of delivery of the Draft Functional Concept Study Document.
 - d) End of NARA/ISOO Comment Period: 10 working days from date of NARA/ISOO briefing.
 - e) Final Draft Functional Concept Study Document: 10 working days from end of NARA/ISOO comment period.
 - f) Agency Forum and Briefing: 15 working days from receipt of Final Draft Functional Concept Study Document.

- g) End of Agency Comment Period: 15 working days from agency forum and briefing.
 - h) Final Functional Concept Study Document: 10 working days after the end of the agency comment period.
 - b. Second Phase of Work.
 - 1) Tasks. The contractor shall
 - a) Identify, analyze, and describe alternative systems.
 - b) Identify and describe the proposed approach.
 - c) Perform cost-benefit analyses of proposed and alternative systems.
 - 2) Deliverables.
 - a) Status reports. The contractor shall provide written status reports every thirty days. Status reports shall be supplemented by oral briefings.
 - b) Formal briefings. The contractor shall present a formal briefing for NARA and ISOO upon delivery of the draft feasibility study report. The contractor shall present a formal briefing for all participating agencies, in group forum, upon delivery of the final draft feasibility study report.
 - c) Feasibility Study Document. The contractor shall provide to NARA 25 copies of each of the two draft reports, and the final report.
 - 3) Timetable.
 - a) Status Reports: every 30 days from the date of the statement of redirection of work.
 - b) Draft Feasibility Study Document: 3 months from date of the statement of redirection of work.
 - c) NARA/ISOO Briefing: 10 working days from date of delivery of the Draft Feasibility Study Document.
 - d) End of NARA/ISOO Comment Period: 10 working days from date of NARA/ISOO briefing.
 - e) Final Draft Feasibility Study Document: 10 working days from end of NARA/ISOO comment period.

- f) Agency Forum and Briefing: 15 working days from receipt of Final Draft Feasibility Study Document.
- g) End of Agency Comment Period: 15 working days from agency forum and briefing.
- h) Final Feasibility Study Document: 10 working days after the end of the agency comment period.

Appendix A
Outline of Contents of the Functional Concept Study Document
Interagency Database for Declassification Actions

A. Analysis of Objectives, Requirements, and Alternative System Concepts

1. Analysis of Objectives. Includes a description of mission or program needs to be met by the database system.
2. System Requirements. Includes a conceptual statement of the work the proposed system is expected to perform. Also describes the assumptions and constraints under which the proposed system must operate.
3. Alternative System Concepts. Includes a preliminary conceptual statement of alternative system concepts.

B. Evaluation of Alternative Approaches

1. Survey of Existing Practices. Includes in overview form the results of interviews and observations at participating agencies.
2. Survey of Existing Systems. Includes an evaluation of existing systems within agencies that could fully or partially satisfy the requirements and objectives of the interagency database of declassification actions. Describes the limitations of existing systems, if any, that would prevent them from satisfying a proposed system concept.
3. Evaluation of Alternative Approaches. Identifies and describes alternative conceptual systems based upon analysis of the issues identified prior and subsequent to the beginning of the study. Describes alternative system concepts that satisfy the objectives and requirements of these systems. Describes the advantages, disadvantages and operational impacts of each alternative. Gives special attention to privacy and security implications and to special or extraordinary impacts involved in development, installation or operation of the proposed system concept.

Appendix B
Outline of Contents of the Feasibility Study Document
Interagency Database for Declassification Actions

A. Analysis of Objectives, Requirements, and Alternative System Concepts

1. Analysis of Objectives. Includes a description of mission or program needs to be met by the database system.
2. System Requirements. Includes a conceptual statement of the work the proposed system is expected to perform. Also describes the assumptions and constraints under which the proposed system must operate.
3. Alternative System Concepts. Includes a preliminary conceptual statement of alternative system concepts.

B. Evaluation of Alternative Approaches

1. Survey of Existing Practices. Includes in overview form the results of interviews and observations at participating agencies.
2. Survey of Existing Systems. Includes an evaluation of existing systems within agencies that could fully or partially satisfy the requirements and objectives of the interagency database of declassification actions. Describes the limitations of existing systems, if any, that would prevent them from satisfying a proposed system concept.
3. Evaluation of Alternative Approaches. Describes the alternative system concepts that satisfy the objectives and requirements of the system. Describes the advantages, disadvantages and operational impacts of each alternative. Gives special attention to privacy and security implications and to special or extraordinary impacts involved in development, installation or operation of the proposed system concept.

C. Identification of a Proposed Approach

1. Description of the Proposed Approach. Describes the best system alternative and explains how the objectives and requirements of the system will be met through this alternative.
2. Impact Analysis. Describes the organizational and operational impacts of the proposed approach. Gives special attention to privacy and security implications and to special or extraordinary costs involved in development, installation or operation of the proposed system.

D. Alternative Systems

Describes the alternative system designs which were considered and explains why each was rejected in deference to the proposed best alternative.

E. Cost-Benefit Analyses of Final Set of Alternative Approaches

Presents cost models for each of the alternatives, including the current modus operandi. Includes non-recurring and recurring costs and benefits. Also includes tangible and intangible benefits.

Appendix C
List of Materials to be Provided to the Contractor

1. Statement of Work, Interagency Database of Declassification Actions
2. *Basic Laws and Authorities of the National Archives and Records Administration*, July 1991 (Contains Executive Order 12356 and 5 U.S.C. 552, as amended)
3. All Information Security Oversight Office directives implementing the declassification review provisions of Executive Order 12356, or implementing any other provisions of the Executive Order which are relevant to this Statement of Work
4. List of agencies with declassification authority
5. Initial points of contact at agencies with declassification authority
6. FIPS PUB 64, *Guidelines for Documentation of Computer Programs and Automated Data Systems for the Initiation Phase*

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April 28, 1992

Mr. Raymond A. Mosley
Executive Staff Director
National Archives *And Records Service*
Washington, D.C. 20408

Dear Mr. Mosley:

Your letter dated March 13, 1992, to Mr. Martin Hale requesting a point of contact regarding the two-phase study of the interagency database was referred to my office. The Information Management Division will be the focal point for the Federal Bureau of Investigation concerning this initiative. I have designated Unit Chief [redacted] of the Document Classification Unit to be your future point of contact.

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[redacted] address and telephone number are as follows:

Unit Chief [redacted]
Document Classification Unit
Information Management Division
Federal Bureau of Investigation
Washington, D.C. 20535

Telephone number [redacted]

If I can be of any further assistance, please do not hesitate to call me at [redacted]

Sincerely,

"S" 66-19849-432

Gary L. Stoops
Deputy Assistant Director
Information Management Division

66-19249

Exec AD Inv. —
Exec AD Adm. —
Exec AD LES —
Asst Dir —
Adm Servs —
Crim Inv —
Ident —
Intell —
Laboratory —
Legal Coun —
Plan & Insp —
Rec Mgnt —
Tech Servs —
Training —
Public Affs Off —
Telephone Rm —
Director's Sec'y —

1 - Mr. Stoops
1 - Mr. O'Brien
1 - [redacted]
RDD:CIW (4)

MAIL ROOM ☐

MAILED 10

APR 30 1992



U.S. Department of Justice

351

Federal Bureau of Investigation

Washington, D. C. 20535

April 22, 1992

[Redacted]
Assistant Archivist for
the National Archives
National Archives and Records Administration
Washington, D.C. 20408

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Dear [Redacted]

Thank you for your letter of April 8, 1992, regarding the resurgence of interest in the assassination of John F. Kennedy, the storage conditions of the audiovisual records of the House Select Committee on Assassinations (HSCA), and the possibility of unauthorized disclosure of the names of persons associated with the Federal Bureau of Investigation (FBI).

The information you provided will be very useful as we continue to work together on pending initiatives to accelerate the accession to the National Archives those FBI files and records having historical and research value.

Sincerely yours,

Vernon R. Thornton
Assistant Section Chief
Information Services Section
Information Management Division

62A-HQ-1029205-8

- 1 - ~~62-109060~~
1 - IMD Front Office
1 - Mr. Thornton
1 - [Redacted]

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66-19249-433

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Director _____
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Director's Sec'y _____

62-109060

MAIL ROOM

FBI/DOJ

Memorandum



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Telephone Rm. _____
Director's Office _____

To : Mr. York

Date 10/13/92

From : J. W. Hicks

Subject : REQUEST FOR ASSISTANCE FROM THE NATIONAL
ARCHIVES AND RECORDS ADMINISTRATION CONCERNING
POW/MIA ISSUES

Reference is made to a memorandum from D. W. GREATHOUSE to Mr. YORK, dated 9/30/92 and captioned as above.

PURPOSE: To advise of the receipt of a document setting forth the preliminary strategy for the use of fingerprints in MIA/POW identification.

DETAILS: Referenced memoranda set forth information concerning a meeting between [redacted] National Archives and Records Administration (NARA) and Section Chief DANNY W. GREATHOUSE, Latent Fingerprint Section. This meeting concerned possible access to Russian fingerprint records in an effort to locate American POW/MIA's from World War II, the Korean and Vietnam conflicts.

By letter to Section Chief GREATHOUSE dated 10/5/92, [redacted] confirmed information she had previously telephonically furnished. The letter also included information on a preliminary strategy for use of fingerprints in POW/MIA identification, a copy of a fingerprint card provided to [redacted] by the Russians and accompanying forms related to that card.

Enclosures (5)

- 1 - Mr. L. K. York, Room 11255 - Encs. (5)
- 1 - Mr. J. W. Hicks, Room 3090 - Encs. (5)
- 1 - Mr. D. G. Kurre, Room 11262 - Encs. (5)
- 1 - Mr. R. Gilbarte, Jr., Room 11255 - Encs. (5)
- 1 - Mr. W. H. Garvie, Room 10861 - Encs. (5)
- 1 - Mr. D. W. Greathouse, Room 10799 - Encs. (5)
- 1 - 66F-HQ-1009973

DWG:lrt
(8)

ENCLOSURE

ENCLOSURE ATTACHED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/13/93 BY 9803RDD/JS
per E.O. 12812 POW/MIA

(CONTINUED-OVER)

RECORDED COPY FILED IN
66F-113-1009973-58

66-19249-436

Memorandum from J. W. Hicks to Mr. York dated 10/13/92
Re: Request For Assistance From the National
Archives And Records Administration Concerning
POW/MIA Issues

[] asked if there was anything unusual about the card and related documents. Following translation of the written information by the Language Services Unit, a review of this material found that the information on the document is common arrest date. [] was advised of this on 10/9/92.

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Copies of the letter to Section Chief GREATHOUSE, the fingerprint card with accompanying forms with translation and the preliminary strategy are enclosed.

RECOMMENDATION: None. For information.

APPROVED:	Adm. Servs. _____	Laboratory _____	Off. of Liaison _____
Director _____	Crim. Inv. _____	Legal Coun. _____	& Int. Affs. _____
Dep. Dir. _____	Ident. _____	Rec. Servs. _____	Off. of _____
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/13/93 BY 9903RDD/8
per EOI 2812 POW/MIA



66-19249-436

National Archives



Washington, DC 20408

OCT 5 1992

Mr. Danny W. Greathouse
Section Chief
Latent Fingerprint Section
FBI Disaster Squad
Ninth Street and Pennsylvania Avenue, NW
Washington, DC 20535

Dear Danny:

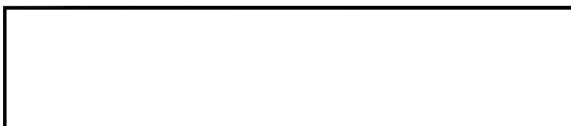
Enclosed are xerox copies of a Russian Ministry of Interior (MVD) fingerprint card and a cross reference card. Do you see anything unusual?

It was a good idea of yours to present the MVD officials with copies of your fingerprint publications. They seemed very appreciative.

The MVD agreed to a pilot project of up to 40 prints. I am enclosing a copy of the preliminary strategy that I have subsequently prepared for the U.S. side of the Joint Commission. Col. Stuart Herrington is the officer in charge of administrative support for the Joint Commission, and he tells that he has assigned [redacted] as the officer responsible for the fingerprint project. Either Col. Herrington or [redacted] will be calling you to begin to work on this pilot project.

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b7c

Sincerely,



Assistant Archivist
for the National Archives

Enclosures

PRELIMINARY STRATEGY

USE OF FINGERPRINTS IN MIA/POW IDENTIFICATION

Problem. Both sides of the U.S.-Russia Joint Commission recognize that transliteration of names of U.S. MIA/POWs is a problem. In addition, there are doubts that all persons in an MIA/POW status used their real names, thereby rendering a search on the basis of names alone unsatisfactory.

Discussion. One possible way around this problem of names is to identify individuals by matching fingerprints. Danny Greathouse, director of the FBI's Latent Fingerprint Section, reports that the FBI has on file fingerprints for about 80% of U.S. military personnel. These are classified in a "modified Henry" system; Russia's Ministry of Internal Affairs (MVD) also uses a variation of the Henry system. Both the FBI and the MVD confirm that fingerprints can be classified from a photograph or even an electrostatic copy of a fingerprint card; there is no need to have to original print so long as the copy is clear. The FBI is willing to make photographs of any prints it has for the use of the Joint Commission.

Limitations. During a visit to the MVD Main Information Center on September 25, 1992, U.S. representatives were told that the MVD has approximately 17 million fingerprint cards, arranged by classification, and 25 million associated card files, arranged alphabetically by name. MVD officials said that the prints are destroyed when the individual dies, but the cards are retained for certain categories of individuals even after the prints are destroyed. Asked if one of the categories retained was "enemies of the state," the officials said it was. In addition, they said all cards on "repressed individuals" are retained permanently. They reported that not all prints and cards came to the central MVD; some (on persons with lesser offenses) were retained in the MVD Information Centers in the oblasts, regions, and krajs.

The MVD officials said that the Soviet military did supply fingerprints of military prisoners to the MVD for filing in the central MVD files. Asked if the KGB uses the MVD fingerprint files, the MVD officials confirmed that the KGB does. Asked whether the KGB maintained its own fingerprint file, the MVD declined to say. However, when the U.S. side suggested sending copies of prints for identification purposes to regional MVD centers, the MVD asked whether the U.S. was not also going to send the prints to the KGB regional centers, thereby indirectly confirming that there is a separate KGB fingerprint file.

In summary, the fingerprint cards themselves (utilizing both those in the Main Information Center and the regional MVD information centers) would reveal only a person currently alive. It is one more means of answering the question of whether any U.S. MIA/POW is currently held against his will in MVD custody.

The cards, on the other hand, would reveal the names of persons who had at any time been in the custody of the MVD (prison, labor camp, or internal exile) and who were designated as "enemies of the state." Assuming that those persons captured in "Cold War incidents" would be categorized as "enemies of the state," the fingerprint cards are a possible means to learn whether these individuals were ever in MVD custody.

Strategy. The MVD Information Center agreed to a pilot test of up to 40 fingerprint classifications. They asked that we provide them with photographs of the fingerprints (one photograph for use in the Main Information Center in Moscow and a sufficient quantity of copies of the photograph to enable the prints to be searched simultaneously in the regional centers) and a transliteration of the name of the individual to whom the prints belong. Depending upon the difficulties or successes encountered, the two sides can decide whether to undertake further fingerprint searches.

The steps for the pilot project are these:

1. The U.S. side of the Joint Commission must decide what POW/MIAs to use for the pilot project.
2. The FBI must be asked to search for the prints of the individuals chosen. If the prints are found, the FBI will make photographic prints and turn them over the Joint Commission. The FBI will need to know how many photographic copies of each print to make.
3. Task Force Russia will need to transliterate the names of the POW/MIAs for whom prints have been found.
4. Task Force Russia, Moscow will need to deliver the prints to the MVD; request that a search be made in both prints and cards in the Main Information Centr; and specify which (or all) of the regional centers that should conduct a print and card search.

Addendum. The U.S. side should ask the Ministry of Interior to conduct a similar print and card search in both its Moscow and regional fingerprint files.

Memorandum



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Int. Affs. _____
Off. of Public Affs. _____
Telephone Rm. _____
Director's Office _____

To : Mr. York *Y* Date 9/30/92
From : D. W. Greathouse *DWG*
Subject : REQUEST FOR ASSISTANCE FROM THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION CONCERNING POW/MIA ISSUES

PURPOSE: To advise of a request for information concerning fingerprint systems, particularly those in use in Russia, from [redacted] who is a member of a POW/MIA committee working with the Russians.

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DETAILS: On 9/16/92, Section Chief DANNY W. GREATHOUSE, Latent Fingerprint Section (LFPS) met with [redacted] of the National Archives and Records Administration (NARA). [redacted] is a member of a committee charged with resolving POW/MIA issues with the government of Russia. She advised that she would be travelling to Russia on 9/19/92 to review Russian fingerprint records in an attempt to discover information about American POW/MIA's from World War II, the Korean and Vietnam conflicts who may have been held in Russia or the former Soviet Union.

[redacted] inquired as to the fingerprint system used in Russia. She was advised that they use the Henry classification and filing systems, modified for the size of their file. The generalities of this system were explained and demonstrated. She also was told of the ability to access this system by name index cards which reflect name, physical description and fingerprint classification.

[redacted] was furnished with copies of the publication Science of Fingerprints and other fingerprint publications. She was advised that the sharing of these publications with the Russians perhaps could assist in creating an atmosphere of good will.

Enclosure

- 1 - Mr. D. G. Kurre, Room 11262
- 1 - Mr. R. Gilbarte, Jr., Room 11255
- 1 - Mr. W. H. Garvie, Room 10861
- 1 - 66F-HQ-1009973

DWG:lrt (5)

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ENCLOSURE

ENCLOSURE ATTACHED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/13/93 BY 9803RDD/JS
PUE012812 POW/MIA

66-19249-437

RECORDED COPY FILED IN 59

Memorandum from D. W. Greathouse to Mr. York dated 9/30/92
Re: Request For Assistance From The National
Archives And Records Administration
Concerning POW/MIA Issues

On 9/28/92, [] telephonically advised that she had been able to access Russian fingerprint files and that the information furnished her had been very helpful. She was furnished, by the Russians, with a copy of one fingerprint card and one index card for further reference. The Russians agreed, on a test basis, to search up to 40 sets of fingerprints of possible POW/MIA's. The Defense Department will pick likely candidates and then we will be asked to retrieve these prints and provide photographic copies to NARA or the Defense Department. [] was assured of the strong desire of the FBI to cooperate in this matter and that Section Chief GREATHOUSE should be contacted when the names of the possible POW/MIA's are available.

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Of interest in this matter is [] report that the Science of Fingerprint publication was eagerly received by the Russians and that it and the publications had a very positive effect on her dealings with them. Also of interest is that [] was advised that Russian fingerprint examiners each classify approximately twelve fingerprint cards per day. Fingerprint Examiners in the Identification Division each classify from 20-25 set of prints per hour.

Attached is a copy of an article furnished to [] concerning use of fingerprint systems in Russia. This article appeared in a recent edition of Fingerprint Whorld magazine.

RECOMMENDATION: None. For information.

APPROVED:	Adm. Servs. _____	Laboratory _____	Off. of Liaison _____
Director _____	Crim. Inv. _____	Legal Coun. _____	& Int. Affs. _____
Dep. Dir. _____	Ident. _____	Tech. Servs. _____	Off. of _____
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DATE 9/13/93 BY 9803 RDD/8
JMED 12812 ADW/MIA



66-15249-437

HISTORY

A BRIEF HISTORY OF FINGERPRINTS IN RUSSIA UP TO 1917.

SHAMIL N. KHAZIEV F.F.S.

LABORATORY CHIEF, SCIENTIFIC RESEARCH INSTITUTE OF
FORENSIC EXPERTISE, MOSCOW.

FINGERPRINTS were first mentioned in Russia in 1867 in the book '*Criminal Prosecution, Inquiry and Investigation of Crimes by Judicial Statutes from 1864*'. The author (A. Kvatchevski) wrote about the possible identification of offenders by the means of fingerprints, but he meant the prints of the hand contours, and features of the finger and palm forms. Apparently, he did not know about the possibility of dactyloscopy.

МАКРИМАЛСЬ-МАРИИ МОСК. 5-6-1912-1936

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1936

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/13/93 BY 9803RDD/8

RUED 12812 RW/MIA

Russian police registration's card, 1912.

(Continued on Page 22)



Anthropometrical Bureau by the Warsaw Police. The beginning of century.

The first article about fingerprints in the Russian language appeared in the *'Juridical Newspaper'* on 8th July, 1892. The article was called 'Fingerprints and their importance in Forensic Practice'. It cited the foreign information about structure and individuality of the papillary patterns of the fingers, palms and soles. The article showed the criminalistic importance of these prints and listed several methods of development and examination of latent prints.

The Moscow Criminal Police began to receive fingerprints in 1900, and the Kiev Criminal Police in 1903. These were taken only as an addition to the Anthropometric System.

In 1904 two works about fingerprints were published; one in the *'Journal of the Ministry of Justice'*, (author I. I. Gan) and the other, was a small brochure, (author German Dostal) both were called 'Dactyloscopy'.

In 1906, the Inspector of the Chief Prison Directorate, a member of the Council of the Ministry of Justice, Full Privy Councillor N. F. Lutchinski was sent to Germany, to obtain first-hand knowledge of the system of fingerprint registration. After his return home he composed a detailed report with a fine review of the history of fingerprints, characteristics of papillary patterns, methods of classification and organisation of the Register Systems. In the same year the Central Fingerprint Bureau (C.F.B.) was founded. N. F. Lutchinski was appointed as the Head of the Bureau.

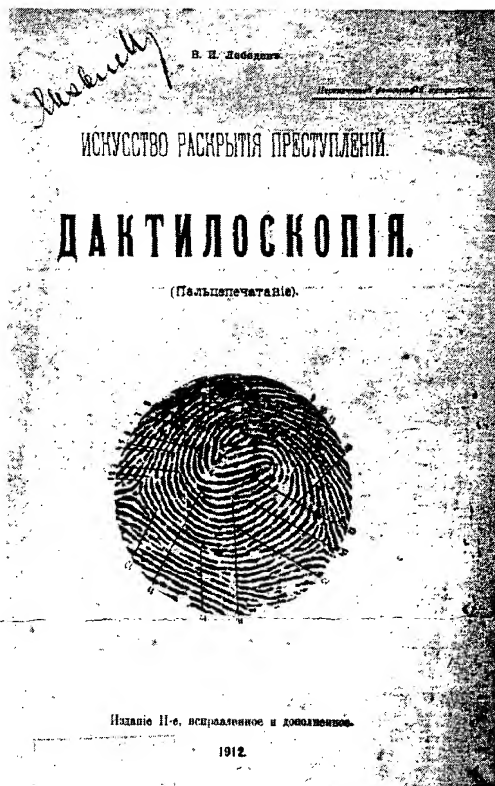
In the workshops of the St. Petersburg Solitary Confinement Prison about 1,000 fingerprint kits were made. These consisted of metal and wooden slabs, gummy rollers and ink containers. The Bureau printed 10,000 fingerprint cards and rules for fingerprinting and registration of the cards.

In the CBS first year they made one identification.

In 1907 the weekly magazine 'Police Bulletin' was published. The first edition ran an article called 'What are Fingerprints?'. It outlined the fundamental method of fingerprint identification, description of the fingerprinting technique, patterns, classification and other problems. The journal ran for nine years and published over 100 articles about fingerprint registration and examination.

In 1908 the Ministry of Internal Affairs produced rules for development, preservation and photographing of prints found at scenes of crime. They contained short descriptions of the mechanism of print formation, modes of development, lifting and examination of fingerprints. For example they recommended chalk and graphite powders to develop latent impressions and described in detail methods of photographing latent impressions using the dark-field technique.

The first Russian book about fingerprints was published in St. Petersburg in 1909. That was V. I. Lebedev's 'Art of Detecting Crime



A cover of V. I. Lebedev's book 'Art of Crime's disclosing. Fingerprints', 2nd corr. and add. pub., St. Petersburg, 1912.

Part I, Dactyloscopy. The year was marked by two murders being successfully solved using fingerprints.

In 1911 the Tsarskoselski Jubilee Exhibition took place. The C.F.B. had an exhibit there containing the equipment used in their work. All visitors were given an explanation of the work of the department and given commemorative cards bearing their own fingerprints. The exhibition proved very successful.

The first fingerprint case in St. Petersburg which led to the successful prosecution of the murderer of a local chemist, took place in 1912. A latent fingerprint was found on broken glass in the door. By fingerprinting those who had connections with the shop it was established that the print belonged to a friend of the shop's night-watchman. V. I. Lebedev gave the fingerprint evidence in court.

In December 1912 the first Russian State Crime Laboratory was formed in St. Petersburg — The Cabinet of Scientific Forensic Examination. It was recognised by law and approved by the State Soviet and the State Duma. Further cabinets were opened in Moscow, Kiev and Odessa.



Посещение Профессора Лозаннского Университета Д-ром Р. А. Рейсс Центр. Рег. Бюро. Для полиции, совместно с т. г. офицерами слушателями Александровской Военно-Юридической академии. В первом ряду сидят: 1) Проф. Д-р Р. А. Рейсс; 2) Тайн. Сов. П. К. Дерке; 3) В. И. Лебедев; 4) Проф. Акад. С. Н. Трубецкой; 5) Начальник Академии Генерал-Маиор А. И. Звонимов; 6) Полковник С. В. Анохин; 7) Суд. Сл. В. Н. Середя; 8) Суд. Сл. С. М. Потапов; 9) Ассистент Фант-д-р-Фухт; 10) Д-р. Пфейффер; 11) Эксперт А. А. Захарин; (стоять справа); 12) А. А. Попович.

Professor of the University of Lausanne Dr. R. A. Reiss (1) in Central Registration's Bureau of the Russian Police Department, May 1912.

In July 1915 in St. Petersburg (renamed Petrograd) the first congress of the Chiefs of Cabinets took place. Also in attendance were court investigators and other criminologists. The participants heard a series of lectures about forensic examination. One of these from the chief of the Odessa cabinet N. P. Makarenko on the use of electrolysis for development of latent impressions on metal surfaces.

24 JAN 1992.

'FW'

Toward the end of 1916 the C.F.B. had accumulated approximately 90,000 fingerprint cards. The results of the fingerprint registrations are illustrated by the following table:—

TABLE

Thus approaching the October Revolution in 1917 Russia had formed a sufficiently effective system of fingerprint registration and examination, similar to West European methods.

**THE NUMBER OF REGISTERED AND ESTABLISHED PERSONS in the C.F.B.
from 1907 to 1916.**

Year	Number of cards received	Number of identifications made by C.F.B.
1907	11834	1
1908	11043	4
1909	11617	23
1910	9393	36
1911	9931	107
1912	9972	146
1913	9417	184
1914	8769	220
1915	7524	253
1916	9505	173
Totals	99005	1147

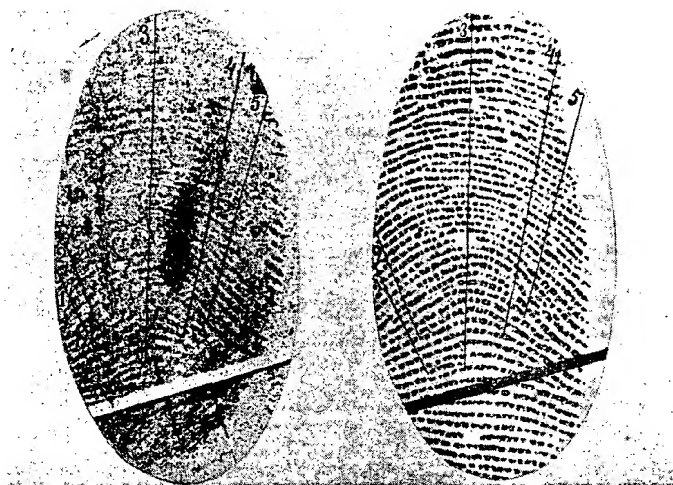


Photo-illustration of the fingerprint expertise in the Central Registration Bureau of Russian Police Department (1911). At the left — finger print on the fragment of broken glass.

Memorandum



Dep. Dir. _____
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 & Int. Affs. _____
 Off. of Public _____
 & Cong. Affs. _____
 TQM Office _____
 Telephone Rm. _____
 Director's Office _____

To *WBS* Mr. Baugh

Date 6/1/93

From *JHS* J. H. Schiman

Subject : DESTRUCTION OF RECORDS;
 NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
 APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

PURPOSE: To advise of visit to Savannah Information Technology Center (SVITC) by representatives of National Archives and Records Administration (NARA).

RECOMMENDATION: None. For information only.

APPROVED:

JHS
JS
 Director _____
 Dep. Dir. _____
 ADD-Adm. _____
 ADD-Inv. _____
 Adm. Servs. _____
 Crim. Inv. _____
 Crim. Jus. Info. _____
 Servs. _____
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DETAILS: As the result of the 1984 Memorandum of Agreement executed by former FBI Director William H. Webster and the Archivist of the United States, NARA conducted appraisals of portions of the FBI Central Records System, at FBIHQ and in the Baltimore, New York and Washington Metropolitan Field Offices between October, 1991 and February, 1992. During the appraisal process NARA requested the opportunity to visit one of the FBI off-site ITC facilities.

Between 6/14 - 6/17/93, Dr. John D. Faibisy, Appraisal Archivist, NARA and Mr. Thomas Hudson, Director, Atlanta Federal Records Center will be visiting the SVITC. Dr. Faibisy and Mr. Hudson will be accompanied by [redacted] FBI Records Officer and [redacted] FBI Archives Specialist.

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66-HQ-19249

66-19249-438

- 1 - IMD Front Office, Room 5829
- 1 - Mr. O'Brien, Room 6296
- 1 - Mr. Morey, Room 5634
- 1 - Mr. Schiman, Room 5368
- 1 - [redacted] Room 5342
- 1 - [redacted] Room 4336

WS:ws (7)

Memorandum

#679

Dep. Dir. _____
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 Asst. Dir.: _____
 Adm. Servs. _____
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 Int. Affs. _____
 Off. of Public Affs. _____
 Telephone Rm. _____
 Director's Office _____

To : Mr. Baugh *5/17/93*

Date 5/17/93

From : J. H. Schiman *JHS*

Subject : DESTRUCTION OF BUREAU RECORDS;
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
APPRAISAL OF FBIHQ AND FIELD RECORDS

PURPOSE: To forward the enclosed letter and attached "Request For Records Disposition Authority" form (SF-115) to the National Archives and Records Administration (NARA) in order to obtain disposition authority for case files Classifications 259 - 279 and various automated systems at FBIHQ and Field Offices.

RECOMMENDATION: That the enclosed letter and attached SF-115 be forwarded to NARA for appropriate action.

APPROVED: _____
 Director _____
 Dep. Dir. _____
 ADD-Adm. _____
 ADD-Inv. _____
 Adm. Servs. _____
 Crim. Inv. _____
 Crim. Jus. Info. _____
 Ident. _____
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 Off. of Liaison & Int. Affs. _____
 Off. of Public & Cong. Affs. _____
 TOM Off. _____

DETAILS: As the result of the 1984 Memorandum of Agreement executed by former FBI Director William H. Webster and the Archivist of the United States, NARA conducted appraisals of newly created case file classifications and established case file classifications, for which no disposition authorities had been previously granted during prior NARA appraisals, at FBIHQ and in the Baltimore, New York and Washington Metropolitan Field Offices between October, 1991 and February, 1992. Additionally, NARA appraised numerous automated systems throughout FBIHQ and Field

Enclosure **ENCL. BEHIND FILE**

ENCLOSURE

66-19249

ENCLOSURE

- 1 - IMD Front Office, Room 5829
- 1 - Mr. Schiman, Room 5368
- 1 - [Redacted] Room 5342
- 1 - [Redacted] Room 4346
- 1 - [Redacted] Room 4336

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66-19249-439

WS:ws (6)

(CONTINUED - OVER)

Div 4

Memorandum from J. H. Schiman to Mr. Baugh dated 1/14/93
RE: Destruction of Bureau Records;
National Archives and Records Administration (NARA)
Appraisal of FBIHQ and Field Records
66-19249

Offices. As a result of this appraisal, NARA is being requested to provide official disposition authority for case file classifications 88, 161, 189, 192, 213, 214, 249-253, 255, 256 and 259-279, and the automated systems in order to ensure that retention is commensurate with archival requirements for retention of official government records.

The appropriate number of copies of the SF-115 have been prepared and are attached for referral to NARA.



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535

May 17, 1993

Mr. James W. Moore
Assistant Archivist
for Records Administration
National Archives and Records
Administration (NARA)
Washington, D.C. 20408

Dear Mr. Moore:

In response to the provisions of the 1984 Memorandum of Agreement executed by former Federal Bureau of Investigation (FBI) Director William H. Webster and former Archivist of the United States Robert M. Warner, representatives of National Archives and Records Administration (NARA) conducted an appraisal of portions of the FBI Central Records System between October, 1991 and February, 1992. This appraisal included newly created case file classifications and modification of disposition authority previously granted in several other case file classifications. In addition, NARA appraised a number of automated systems which exist at FBI Headquarters and its Field Offices.

As a result of this appraisal, NARA is being requested to approve disposition for the 34 case file classifications and fifty automated systems identified by the enclosed SF-115.

1 - ~~ENCLOSURE~~ ENCL. BEHIND FILE
66-19249

ENCLOSURE

- 1 - IMD Front Office, Room 5829
- 1 - Mr. Schiman, Room 5328
- 1 - [Redacted] Room 5342
- 1 - [Redacted] Room 4346
- 1 - [Redacted] Room 4336

b6
b7C

Dep. Dir. _____
ADD Adm. _____
ADD Inv. _____
Asst. Dir.: _____
Adm. Servs. _____
Crim. Inv. _____
Ident. _____
Insp. _____
Intell. _____
Lab. _____
Legal Coun. _____
Rec. Mgnt. _____
Tech. Servs. _____
Training _____
Cong. Affs. Off. _____
Off. of EEO _____
Off. Liaison & _____
Int. Affs. _____
Off. of Public Affs. _____
Telephone Rm. _____
Director's Sec'y _____

WS:WS (7)

(CONTINUED - OVER)

APPROVED:

Adm. Servs. _____	Inspection _____	Off. of EEO Adv. _____
Crim. Inv. _____	Intell. _____	Off. of Liaison _____
Crim. Jus. Info. _____	Laboratory _____	& Int. Affs. _____
Dep. Dir. _____	Legal Coun. _____	Off. of Public _____
ADD-Adm. _____	Rec. Mgnt. _____	& Cong. Affs. _____
ADD-Inv. _____	Tech. Servs. _____	Training _____
Info. Mgnt. _____	_____	_____

5/17/93
73

MAIL ROOM ☒

HAND-DELIVERED
TO NARA
5/17/93

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66-19249-440

4-125

Mr. James W. Moore
National Archives and Records Administration

The appropriate number of copies of the SF-115 have been prepared and are attached for NARA review and action.

If you have any questions, or need any assistance, you may contact [redacted] FBI Records Officer, telephone [redacted] or [redacted] FBI Archives Specialist, telephone [redacted]

b6
b7C

Sincerely yours,

John H. Schiman
Section Chief
Information Services Section
Information Management Division

Enclosure

Memorandum



375

Dep. Dir. _____
 ADD Adm. _____
 ADD Inv. _____
 Asst. Dir.:
 Adm. Servs. _____
 Crim. Inv. _____
 Ident. _____
 Info. Mgnt. _____
 Insp. _____
 Intell. _____
 Lab. _____
 Legal Coun. _____
 Tech. Servs. _____
 Training _____
 Cong. Affs. Off. _____
 Off. of EEO _____
 Off. Liaison & _____
 Int. Affs. _____
 Off. of Public Affs. _____
 Telephone Rm. _____
 Director's Office _____

To : Mr. Gonzalez

Date 12/16/93

From : *WES* William E. Baugh, Jr.

Subject :

REQUEST FOR UNESCORTED BUILDING PASS
 NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

PURPOSE: To obtain an unescorted building pass for [redacted]

RECOMMENDATION: 1. That the Security Countermeasures Section, National Security Division, conduct appropriate data base checks and therefore, forward this memorandum to the Security Unit (SU), Facilities Management and Security Section (FMSS), Personnel Division (PD), authorizing the issuance of an unescorted building pass for the captioned individual.

APPROVED: Adm. Servs. _____ Inspection _____ Off. of EEO Affs. _____
 Crim. Inv. _____ Intell. _____ Off. of Liaison _____
 Director _____ Crim. Jus. Info. _____ Laboratory _____ & Int. Affs. _____
 Dep. Dir. _____ Servs. _____ Legal Coun. _____ Off. of Public _____
 ADD-Adm. _____ Ident. _____ Tech. Servs. _____ & Cong. Affs. _____
 ADD-Inv. _____ Info. Mgnt. *WES* Training _____ TOM Off. _____

2. That SU, FMSS, PD, issue an unescorted building pass to the above-captioned individual.

**Seg*
 APPROVED: Adm. Servs. _____ Inspection _____ Off. of EEO Affs. _____
 Crim. Inv. _____ Intell. _____ Off. of Liaison _____
 Director _____ Crim. Jus. Info. _____ Laboratory _____ & Int. Affs. _____
 Dep. Dir. _____ Servs. _____ Legal Coun. _____ Off. of Public _____
 ADD-Adm. _____ Ident. _____ Tech. Servs. _____ & Cong. Affs. _____
 ADD-Inv. _____ Info. Mgnt. *WES* Training _____ TOM Off. _____

1 - 261-20

① - 66-19249

1 - Mr. Gonzalez (Attention: [redacted] Room 1B375)

1 - Mr. Hale (Attention: [redacted] Room 4370)

1 - IRD Front Office, Room 5829

1 - [redacted] Room 6712

CEP (5)

RETURN TO [redacted]
 ROOM 4370

SEE NSD ADDENDUM PAGE 3

Memorandum from William E. Baugh, Jr., to Mr. Gonzalez, dated 12/16/93
Re: [redacted]

Request for Unescorted Building Pass
National Archives and Records Administration

b6
b7C

DETAILS: On 10/26/92, President George Bush signed "The John F. Kennedy (JFK) Assassination Records Collection Act of 1992." This Act requires that Government records related to the assassination of President Kennedy be sent to the National Archives for public release. It was passed because of the renewed public interest in the release of all JFK records and it facilitates the release of information normally exempt from disclosure under Executive Order and/or the Freedom of Information Act (FOIA).

In his liaison capacity with the JFK Task Force,
[redacted] will have regular occasion to visit FBI Headquarters on
official business. [redacted] date and place of birth is [redacted] in
[redacted] and social security number [redacted]

Any inquiries regarding the above may be directed to
[redacted] extension [redacted] room 6712.

*NCIC/IMO/IDENT
neg 12/15/93*

b6
b7C

Memorandum from William E. Baugh, Jr., to Mr. Gonzalez dated 12/16/93

Re: [REDACTED]

REQUEST FOR UNESCORTED BUILDING PASS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

b6
b7C

ADDENDUM: SECURITY COUNTERMEASURES SECTION (SCMS),
NATIONAL SECURITY DIVISION (NSD), 1/21/94 CMM:cmm

The Security Programs Manager (SPM), SCMS, approves the request for an unescorted Official Visitor Badge for [REDACTED]

[REDACTED] is a liaison representative with the JFK Task Force which was formed to facilitate the release of records related to the assassination of President Kennedy to the National Archives for public release. In his liaison capacity, [REDACTED] will require regular visits to FBI Headquarters (FBIHQ) on official business.

His point of contact at FBIHQ is [REDACTED]
JFK Task Force, Extension [REDACTED] Room 6712.

On 12/15/93, appropriate FBIHQ record checks were conducted on [REDACTED] by a representative of the Facility Security Unit (FSU), SCMS, with negative results.

On 1/14/94, a representative of the SCMS verified that [REDACTED] has the appropriate clearances for granting of routine unescorted access to FBIHQ and access to material classified up to Top Secret.

It is requested that [REDACTED] return [REDACTED] badge to the Security Unit, Personnel Division, at the completion of his assignment. [REDACTED] should also notify [REDACTED] FSU, SCMS, Extension [REDACTED] when [REDACTED] no longer requires access to the J.E.H. Building so FSU records can be updated accordingly.

APPROVED:

Director _____

Dep. Dir. _____

ADD-Adm. _____

ADD-Inv. _____

Adm. Servs. _____

Crim. Inv. _____

Crim. Jus. Info _____

Servs. _____

Ident. _____

Info. Mgmt. _____

Inspection _____

Intell. _____

Laboratory _____

Legal Coun. _____

Tech. Servs. _____

Training _____

Off. of EEO Affs. _____

Off. of Liaison _____

& Int. Affs. _____

Off. of Public _____

& Cong. Affs. _____

TQM Off. _____

Memorandum



375

Dep. Dir. _____
 ADD Adm. _____
 ADD Inv. _____
 Asst. Dir.: _____
 Adm. Servs. _____
 Crim. Inv. _____
 Ident. _____
 Info. Mgmt. _____
 Insp. _____
 Intell. _____
 Lab. _____
 Legal Coun. _____
 Tech. Servs. _____
 Training _____
 Cong. Affs. Off. _____
 Off. of EEO _____
 Off. Liaison & _____
 Int. Affs. _____
 Off. of Public Affs. _____
 Telephone Rm. _____
 Director's Office _____

To : Mr. Gonzalez

Date 11/30/93

From *Wes* William E. Baugh, Jr.

Subject :

REQUEST FOR UNESCORTED BUILDING PASS
 NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

b6
 b7C

PURPOSE: To obtain an unescorted building pass for [redacted]

RECOMMENDATION: 1. That the Security Countermeasures Section, National Security Division, conduct appropriate data base checks and therefore, forward this memorandum to the Security Unit (SU), Facilities Management and Security Section (FMSS), Personnel Division (PD), authorizing the issuance of an unescorted building pass for the captioned individual.

APPROVED: Adm. Servs. _____ Inspection _____ Off. of EEO Affs. _____
 Crim. Inv. _____ Intell. _____ Off. of Liaison _____
 Director _____ Crim. Jus. Info. _____ Laboratory _____ & Int. Affs. _____
 Dep. Dir. _____ Servs. _____ Legal Coun. _____ Off. of Public _____
 ADD-Adm. _____ Ident. _____ Tech. Servs. _____ & Cong. Affs. _____
 ADD-Inv. _____ Info. Mgmt. *Wes/ant* Training _____ TOM Off. _____

2. That SU, FMSS, PD, issue an unescorted building pass to the above-captioned individual.

APPROVED: ** See Hdd*
 Adm. Servs. _____ Inspection _____ Off. of EEO Affs. _____
 Crim. Inv. _____ Intell. _____ Off. of Liaison _____
 Director _____ Crim. Jus. Info. _____ Laboratory _____ & Int. Affs. _____
 Dep. Dir. _____ Servs. _____ Legal Coun. _____ Off. of Public _____
 ADD-Adm. _____ Ident. _____ Tech. Servs. _____ & Cong. Affs. _____
 ADD-Inv. _____ Info. Mgmt. *Wes/ant* Training _____ TOM Off. _____

1 - 261-20

① - 66-19249

1 - Mr. Gonzalez (Attention: [redacted] Room 1B375)

1 - Mr. Hale (Attention: [redacted] Room 4370)

1 - IRD Front Office, Room 5829

1 - Mr. O'Connor, Room 6712

CEP (5)

** RETURN TO*
 ROOM 4370

SEE NSD ADDENDUM PAGE 3

Memorandum from William E. Baugh, Jr., to Mr. Gonzalez, dated 11/30/93
Re: [redacted]

b6
b7C

Request for Unescorted Building Pass
National Archives and Records Administration

DETAILS: On 10/26/92, President George Bush signed "The John F. Kennedy (JFK) Assassination Records Collection Act of 1992." This Act requires that Government records related to the assassination of President Kennedy be sent to the National Archives for public release. It was passed because of the renewed public interest in the release of all JFK records and it facilitates the release of information normally exempt from disclosure under Executive Order and/or the Freedom of Information Act (FOIA).

In his liaison capacity with the JFK Task Force,
[redacted] will have regular occasion to visit FBI Headquarters on
official business. [redacted]

Any inquiries regarding the above may be directed to
SSA [redacted] extension [redacted] room 6712.

NEIC/TMD
neg
12/15/93
@m

b6
b7C

Checked Nat. Archives/
Virginia Hall has a "TS"
clearance dated 5-18-93
based on a BI by
OPM 4-26-89.
1/14/95
ef

Memorandum from William E. Baugh, Jr., to Mr. Gonzalez dated 11/30/93

Re: [REDACTED]

b6
b7c

REQUEST FOR UNESCORTED BUILDING PASS
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

ADDENDUM: SECURITY COUNTERMEASURES SECTION (SCMS),
NATIONAL SECURITY DIVISION (NSD), 1/21/94 CMM:cmm

The Security Programs Manager (SPM), SCMS, approves the request for an unescorted Official Visitor Badge for [REDACTED]

[REDACTED] is a liaison representative with the JFK Task Force which was formed to facilitate the release of records related to the assassination of President Kennedy to the National Archives for public release. In his liaison capacity, [REDACTED] will require regular visits to FBI Headquarters (FBIHQ) on official business.

His point of contact at FBIHQ is SSA [REDACTED]
JFK Task Force, Extension [REDACTED] Room 6712.

On 12/15/93, appropriate FBIHQ record checks were conducted on [REDACTED] by a representative of the Facility Security Unit (FSU), SCMS, with negative results.

On 1/14/94, a representative of the SCMS verified that [REDACTED] has the appropriate clearances for granting of routine unescorted access to FBIHQ and access to material classified up to Top Secret.

It is requested that SSA [REDACTED] return [REDACTED] badge to the Security Unit, Personnel Division, at the completion of his assignment. SSA [REDACTED] should also notify [REDACTED] FSU, SCMS, Extension [REDACTED] when [REDACTED] no longer requires access to the J.E.H. Building so FSU records can be updated accordingly.

APPROVED: *MGB*
Adm. Servs. _____ Inspection _____ Off. of EEO Affs. _____
Crim. Inv. _____ Intell. *Staker* _____ Off. of Liaison _____
Director _____ Crim. Jus. Info _____ Laboratory _____ & Int. Affs. _____
Dep. Dir. _____ Servs. _____ Legal Coun. _____ Off. of Public _____
ADD-Adm. _____ Ident. _____ Tech. Servs. _____ & Cong. Affs. _____
ADD-Inv. _____ Info. Mgmt. _____ Training _____ TQM Off. _____

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

482

TRANSMIT VIA:

☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:

☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☒ UNCLAS E F T O
☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI/NEW ORLEANS/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS

Service
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

ON APRIL 17, 1995, PRESIDENT CLINTON SIGNED EXECUTIVE ORDER (EO) 12958, WHICH CONTAINS A PROVISIONS FOR THE AUTOMATIC DECLASSIFICATION OF CERTAIN INFORMATION. IN ORDER TO COMPLY WITH EO, THE DOCUMENT CLASSIFICATION UNIT (DCU), FREEDOM OF INFORMATION PRIVACY ACTS (FOIPA), AND RECORDS DISPOSITION AND ARCHIVAL SUBUNIT (RDAS), FIELD SERVICES/INFORMATION POLICY UNIT (FS/IPU), FIELD INFORMATION SUPPORT SECTION (FISS), INFORMATION

66-19249-445

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NOTE: Copy Designations Are On The Last Page Of This Teletype!!!

Approved By

MRI/JUL

Transmitted

JAN 18 1996

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

RESOURCES DIVISION (IRD), ARE ENGAGED IN THE REVIEW OF THE 176 CLASSIFICATION, "ANTIRIOT LAWS". DURING THE REVIEW OF THE FBIHQ FILES, IT WAS DETERMINED THAT THE CORRESPONDING OFFICE OF ORIGIN CASE FILES ARE NEEDED AT FBIHQ FOR THE REVIEW TO BE COMPLETE.

RECIPIENT OFFICE IS REQUESTED TO FEDERAL EXPRESS ALL LISTED OO FILES. IN THOSE INSTANCES WHERE FBIHQ COULD NOT DETERMINE A SPECIFIC OO CASE FILE, THE SUBJECT MATTER OF THE FILE IS SET TO SEARCH EACH SUBJECT MATTER, AND DETERMINE OO CASE FILE NUMBER. ADDITIONALLY, EACH FIELD OFFICE IS INSTRUCTED TO CONDUCT A MANUAL/AUTOMATED INDICES SEARCH FOR INDEX RECORDS WHICH CORRESPOND TO THE PERMANENT CASE FILES BEING FORWARDED TO FBIHQ. IF THE INDEX RECORDS ARE PARTIALLY OR TOTALLY AUTOMATED A COMPUTER PRINT-OUT OF THE AUTOMATED INDEX ALONG WITH ANY MANUAL INDEX RECORDS SHOULD BE FORWARDED TO FBIHQ. AFTER THE PRINT-OUT HAS BEEN OBTAINED, ALL AUTOMATED INDEX RECORDS CORRESPONDING TO THE CASE FILES BEING FORWARDED TO FBIHQ AT THIS TIME ARE TO BE DELETED FROM THE UNIVERSAL INDEX (UNI) APPLICATION OF THE AUTOMATED CASE SUPPORT (ACS) SYSTEM. THIS PROCESS CAN BE ACCOMPLISHED BY USING THE "DELETE CASE I.D." FUNCTION. ALL CASE FILES AND INDICES RECORDS ARE TO BE FORWARDED TO THE RDAS, ROOM

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 3 UNCLAS E F T O

[] THIS REQUEST REQUIRES YOUR IMMEDIATE ATTENTION AS
HEADQUARTERS NEEDS THESE FILES AS SOON AS POSSIBLE.

INQUIRIES MAY BE DIRECTED TO [] EXTENSION
[] EXTENSION [] OR TO []
EXTENSION []

b6
b7C

NEW ORLEANS

157-11196

176-55

BT

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 4

Drafted By: *WJR* WJR/WS:mdw Room/TL #: 4933 Phone No:

COPY DESIGNATIONS:

1 - MR. O'BRIEN, ROOM 6296

1 - ROOM 4445

b6
b7C

1 - ROOM 7159

1 - IRD FRONT OFFICE, ROOM 5829

1 - ROOM 5336D

1 - ROOM 5336F

1 - ROOM 4933

1 - ROOM 4933

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

482

TRANSMIT VIA:

☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:

☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☒ UNCLAS E F T O
☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI/OKLAHOMA CITY/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS

Service
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

ON APRIL 17, 1995, PRESIDENT CLINTON SIGNED EXECUTIVE ORDER (EO) 12958, WHICH CONTAINS A PROVISIONS FOR THE AUTOMATIC DECLASSIFICATION OF CERTAIN INFORMATION. IN ORDER TO COMPLY WITH EO, THE DOCUMENT CLASSIFICATION UNIT (DCU), FREEDOM OF INFORMATION PRIVACY ACTS (FOIPA), AND RECORDS DISPOSITION AND ARCHIVAL SUBUNIT (RDAS), FIELD SERVICES/INFORMATION POLICY UNIT (FS/IPU), FIELD INFORMATION SUPPORT SECTION (FISS), INFORMATION

66-19249-44p

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Approved By

MRI/JUL

Transmitted

1/17/96
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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

RESOURCES DIVISION (IRD), ARE ENGAGED IN THE REVIEW OF THE 176 CLASSIFICATION, "ANTIRIOT LAWS". DURING THE REVIEW OF THE FBIHQ FILES, IT WAS DETERMINED THAT THE CORRESPONDING OFFICE OF ORIGIN CASE FILES ARE NEEDED AT FBIHQ FOR THE REVIEW TO BE COMPLETE.

RECIPIENT OFFICE IS REQUESTED TO FEDERAL EXPRESS ALL LISTED OO FILES. IN THOSE INSTANCES WHERE FBIHQ COULD NOT DETERMINE A SPECIFIC OO CASE FILE, THE SUBJECT MATTER OF THE FILE IS SET TO SEARCH EACH SUBJECT MATTER, AND DETERMINE OO CASE FILE NUMBER. ADDITIONALLY, EACH FIELD OFFICE IS INSTRUCTED TO CONDUCT A MANUAL/AUTOMATED INDICES SEARCH FOR INDEX RECORDS WHICH CORRESPOND TO THE PERMANENT CASE FILES BEING FORWARDED TO FBIHQ. IF THE INDEX RECORDS ARE PARTIALLY OR TOTALLY AUTOMATED A COMPUTER PRINT-OUT OF THE AUTOMATED INDEX ALONG WITH ANY MANUAL INDEX RECORDS SHOULD BE FORWARDED TO FBIHQ. AFTER THE PRINT-OUT HAS BEEN OBTAINED, ALL AUTOMATED INDEX RECORDS CORRESPONDING TO THE CASE FILES BEING FORWARDED TO FBIHQ AT THIS TIME ARE TO BE DELETED FROM THE UNIVERSAL INDEX (UNI) APPLICATION OF THE AUTOMATED CASE SUPPORT (ACS) SYSTEM. THIS PROCESS CAN BE ACCOMPLISHED BY USING THE "DELETE CASE I.D." FUNCTION. ALL CASE FILES AND INDICES RECORDS ARE TO BE FORWARDED TO THE RDAS, ROOM

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 3 UNCLAS E F T O

4933. THIS REQUEST REQUIRES YOUR IMMEDIATE ATTENTION AS
HEADQUARTERS NEEDS THESE FILES AS SOON AS POSSIBLE.

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b7C

INQUIRIES MAY BE DIRECTED TO [REDACTED] EXTENSION
[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]
EXTENSION [REDACTED]

OKLAHOMA CITY

70-2787

70-3747

157-1631

176-27

BT

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE ROOM

PAGE 4

Drafted By: WJR/WS:mdw Room/TL #: 4933 Phone No:

COPY DESIGNATIONS:

1 - MR. O'BRIEN, ROOM 6296

1 - ROOM 4445

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b7C

1 - ROOM 7159

1 - IRD FRONT OFFICE, ROOM 5829

1 - ROOM 5336D

1 - ROOM 5336F

1 - ROOM 4933

1 - ROOM 4933

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

482

TRANSMIT VIA:

☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:

☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☒ UNCLAS E F T O
☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI/MILWAUKEE/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS

Service
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

ON APRIL 17, 1995, PRESIDENT CLINTON SIGNED EXECUTIVE ORDER (EO) 12958, WHICH CONTAINS A PROVISIONS FOR THE AUTOMATIC DECLASSIFICATION OF CERTAIN INFORMATION. IN ORDER TO COMPLY WITH EO, THE DOCUMENT CLASSIFICATION UNIT (DCU), FREEDOM OF INFORMATION PRIVACY ACTS (FOIPA), AND RECORDS DISPOSITION AND ARCHIVAL SUBUNIT (RDAS), FIELD SERVICES/INFORMATION POLICY UNIT (FS/IPU), FIELD INFORMATION SUPPORT SECTION (FISS), INFORMATION

66-19249-447

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Approved By

MRI/JUL

Transmitted

1/17/96

1607/018

20522

JAN 18 1996

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073

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

RESOURCES DIVISION (IRD), ARE ENGAGED IN THE REVIEW OF THE 176 CLASSIFICATION, "ANTIRIOT LAWS". DURING THE REVIEW OF THE FBIHQ FILES, IT WAS DETERMINED THAT THE CORRESPONDING OFFICE OF ORIGIN CASE FILES ARE NEEDED AT FBIHQ FOR THE REVIEW TO BE COMPLETE.

RECIPIENT OFFICE IS REQUESTED TO FEDERAL EXPRESS ALL LISTED 00 FILES. IN THOSE INSTANCES WHERE FBIHQ COULD NOT DETERMINE A SPECIFIC 00 CASE FILE, THE SUBJECT MATTER OF THE FILE IS SET TO SEARCH EACH SUBJECT MATTER; AND DETERMINE 00 CASE FILE NUMBER. ADDITIONALLY, EACH FIELD OFFICE IS INSTRUCTED TO CONDUCT A MANUAL/AUTOMATED INDICES SEARCH FOR INDEX RECORDS WHICH CORRESPOND TO THE PERMANENT CASE FILES BEING FORWARDED TO FBIHQ. IF THE INDEX RECORDS ARE PARTIALLY OR TOTALLY AUTOMATED A COMPUTER PRINT-OUT OF THE AUTOMATED INDEX ALONG WITH ANY MANUAL INDEX RECORDS SHOULD BE FORWARDED TO FBIHQ. AFTER THE PRINT-OUT HAS BEEN OBTAINED, ALL AUTOMATED INDEX RECORDS CORRESPONDING TO THE CASE FILES BEING FORWARDED TO FBIHQ AT THIS TIME ARE TO BE DELETED FROM THE UNIVERSAL INDEX (UNI) APPLICATION OF THE AUTOMATED CASE SUPPORT (ACS) SYSTEM. THIS PROCESS CAN BE ACCOMPLISHED BY USING THE "DELETE CASE I.D." FUNCTION. ALL CASE FILES AND INDICES RECORDS ARE TO BE FORWARDED TO THE RDAS, ROOM

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 3 UNCLAS E F T O

4933. THIS REQUEST REQUIRES YOUR IMMEDIATE ATTENTION AS
HEADQUARTERS NEEDS THESE FILES AS SOON AS POSSIBLE.

INQUIRIES MAY BE DIRECTED TO [REDACTED] EXTENSION

[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]
EXTENSION [REDACTED]

b6
b7C

MILWAUKEE

70-1244	176-76	176-110	176-118
157-2069	176-77	176-112	176-119
176-45	176-86	176-115	176-124
176-57	176-88	176-116	176-125
176-73	176-89	176-117	

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 4

Drafted By: WJR/WS:mdw Room/TL #: 4933 Phone No:

COPY DESIGNATIONS:

1 - MR. O'BRIEN, ROOM 6296

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b7C

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1 - ROOM 5336F

1 - ROOM 4933

1 - ROOM 4933

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

482

TRANSMIT VIA:

☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate☐ Priority☐ Routine

CLASSIFICATION:

☐ TOP SECRET☐ SECRET☐ CONFIDENTIAL☒ UNCLAS E F T O☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI/SPRINGFIELD/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

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66-19249-448

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Approved By

MRI/JUL

Transmitted

1/17/96

1646/018

2301 Z SP

JAN 18 1996

ISN

081

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

RESOURCES DIVISION (IRD), ARE ENGAGED IN THE REVIEW OF THE 176 CLASSIFICATION, "ANTIRIOT LAWS". DURING THE REVIEW OF THE FBIHQ FILES, IT WAS DETERMINED THAT THE CORRESPONDING OFFICE OF ORIGIN CASE FILES ARE NEEDED AT FBIHQ FOR THE REVIEW TO BE COMPLETE.

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 3 UNCLAS E F T O

4933. THIS REQUEST REQUIRES YOUR IMMEDIATE ATTENTION AS
HEADQUARTERS NEEDS THESE FILES AS SOON AS POSSIBLE.

INQUIRIES MAY BE DIRECTED TO [REDACTED] EXTENSION

b6
b7C

[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]
EXTENSION [REDACTED]

SPRINGFIELD

157-189 176-33 176-59

176-10 176-36 176-62

176-31 176-40 176-74

[REDACTED]
EXPLOSION OF RESIDENCE [REDACTED] ILL.

FREE SCHOOL SOUTHERN, ILL. UNIV.

BT

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 4

Drafted By: WJR/WS:mdw Room/TL #: 4933 Phone No:

COPY DESIGNATIONS:

1 - MR. O'BRIEN, ROOM 6296

1 - ROOM 4445

b6
b7C

1 - ROOM 7159

1 - IRD FRONT OFFICE, ROOM 5829

1 - ROOM 5336D

1 - ROOM 5336F

1 - ROOM 4933

1 - ROOM 4933

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORMTRANSMIT VIA:
☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:

☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☒ UNCLAS E F T O
☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI PITTSBURGH/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS NATIONAL ARCHIVES AND
RECORDS ^{Seque} ADMINISTRATION (NARA) APPRAISAL OF FBIHQ AND FIELD OFFICE
RECORDS.

ON APRIL 17, 1995, PRESIDENT CLINTON SIGNED EXECUTIVE ORDER
(EO) 12958, WHICH CONTAINS A PROVISIONS FOR THE AUTOMATIC
DECLASSIFICATION OF CERTAIN INFORMATION. IN ORDER TO COMPLY WITH
EO, THE DOCUMENT CLASSIFICATION UNIT (DCU), FREEDOM OF
INFORMATION PRIVACY ACTS (FOIPA), AND RECORDS DISPOSITION AND
ARCHIVAL SUBUNIT (RDAS), FIELD SERVICES/INFORMATION POLICY UNIT
(FS/IPU), FIELD INFORMATION SUPPORT SECTION (FISS), INFORMATION

66-19249-449

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Approved By

MRI/JUL

Transmitted

JAN 18 1996

ISN

150

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

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[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]
EXTENSION [REDACTED]

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PITTSBURGH

176-10	176-35	176-46	176-59
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176-31	176-42	176-50	176-90
176-32	176-43	176-52	176-91
176-34	176-44	176-55	

[REDACTED]
WE EXIST

BT

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 4

Drafted By: *mdw* WJR/WS:mdw Room/TL #: 4933 Phone No:

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b6
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482

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

TRANSMIT VIA:

☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:

☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☒ UNCLAS E F T O
☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI MIAMI/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

①

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ARCHIVAL SUBUNIT (RDAS), FIELD SERVICES/INFORMATION POLICY UNIT
(FS/IPU), FIELD INFORMATION SUPPORT SECTION (FISS), INFORMATION

66-19249-450

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Approved By

MRI/JUL

Transmitted

JAN 18 1996

ISN

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BMC

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

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FEDERAL BUREAU OF INVESTIGATION
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[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]

EXTENSION [REDACTED]

MIAMI

157-2657

176-1

176-30

BT

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b6
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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

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Drafted By: *mdw* WJR/WS:mdw Room/TL #: 4933 Phone No:

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

TRANSMIT VIA:

☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate☐ Priority☐ Routine

CLASSIFICATION:

☐ TOP SECRET☐ SECRET☐ CONFIDENTIAL☒ UNCLAS E F T O☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI SACRAMENTO/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: ^① DESTRUCTION OF RECORDS NATIONAL ARCHIVES AND
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66-19249-451

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Approved By [Signature] 1/18/96

MRI/JUL

Transmitted

JAN 18 1996

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148

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

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[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]

EXTENSION [REDACTED]

SACRAMENTO

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92-306

176-9

BT

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

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CHANGED TO
66F-HQ-C1190059-1



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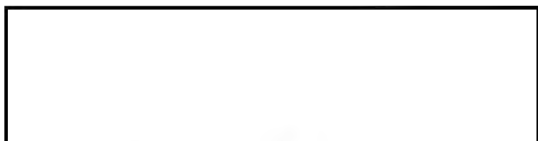
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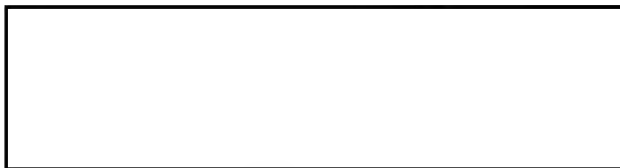
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DEC 1996

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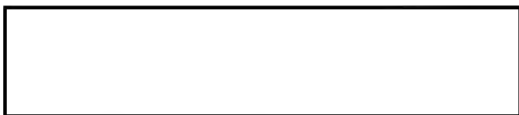
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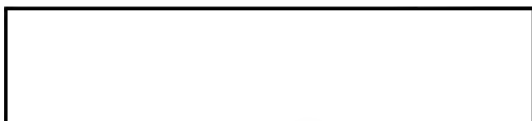
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DEC 1996

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DEC 1996

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DEC 1996

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CHANGED TO

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DEC 1996

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DEC -- 1996

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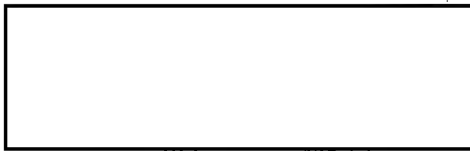
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CHANGED TO
66F-HQ-C1190059-32



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DEC 1995

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CHANGED TO
66F-HQ-C1190059-33



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DEC 1996

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66F-HQ-C1190059-34



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DEC 22 1996

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

TRANSMIT VIA:

☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:

☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☒ UNCLAS E F T O
☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI/RICHMOND/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

ON APRIL 17, 1995, PRESIDENT CLINTON SIGNED EXECUTIVE ORDER (EO) 12958, WHICH CONTAINS A PROVISIONS FOR THE AUTOMATIC DECLASSIFICATION OF CERTAIN INFORMATION. IN ORDER TO COMPLY WITH EO, THE DOCUMENT CLASSIFICATION UNIT (DCU), FREEDOM OF INFORMATION PRIVACY ACTS (FOIPA), AND RECORDS DISPOSITION AND ARCHIVAL SUBUNIT (RDAS), FIELD SERVICES/INFORMATION POLICY UNIT (FS/IPU), FIELD INFORMATION SUPPORT SECTION (FISS), INFORMATION

66-19249-4816

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Approved By

MRI/JUL

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JAN 19 1996

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

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[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]
EXTENSION [REDACTED]

b6
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RICHMOND

177-76

BT

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 4

Drafted By: WJR/WS:mdw Room/TL #: 4933 Phone No:

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
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TRANSMIT VIA:

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^PAGE 1 OF 3

PRECEDENCE:

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☐ Routine

CLASSIFICATION:

☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☒ UNCLAS E F T O
☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI/PORTLAND/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS

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MRI/JUL

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1/17/96

1623/018

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 3 UNCLAS E F T O

4933. THIS REQUEST REQUIRES YOUR IMMEDIATE ATTENTION AS
HEADQUARTERS NEEDS THESE FILES AS SOON AS POSSIBLE.

INQUIRIES MAY BE DIRECTED TO [REDACTED] EXTENSION

[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]

b6
b7C

EXTENSION [REDACTED]

PORTLAND

105-2834 176-51

176-11 176-60

176-19 176-61

176-24 176-63

176-47

[REDACTED]

BT

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 4

Drafted By: WJR/WS:mdw Room/TL #: 4933 Phone No:

COPY DESIGNATIONS:

- 1 - MR. O'BRIEN, ROOM 6296
- 1 - ROOM 4445
- 1 - ROOM 7159
- 1 - IRD FRONT OFFICE, ROOM 5829
- 1 - ROOM 5336D
- 1 - ROOM 5336F
- 1 - ROOM 4933
- 1 - ROOM 4933

b6
b7C

395

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

TRANSMIT VIA:

☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:

☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☒ UNCLAS E F T O
☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI/DALLAS/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS

① NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) ✓

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

ON APRIL 17, 1995, PRESIDENT CLINTON SIGNED EXECUTIVE ORDER (EO) 12958, WHICH CONTAINS A PROVISIONS FOR THE AUTOMATIC DECLASSIFICATION OF CERTAIN INFORMATION. IN ORDER TO COMPLY WITH EO, THE DOCUMENT CLASSIFICATION UNIT (DCU), FREEDOM OF INFORMATION PRIVACY ACTS (FOIPA), AND RECORDS DISPOSITION AND ARCHIVAL SUBUNIT (RDAS), FIELD SERVICES/INFORMATION POLICY UNIT (FS/IPU), FIELD INFORMATION SUPPORT SECTION (FISS), INFORMATION

66-19249-488

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Approved By

MRI/JUL

Transmitted

1/17/96
1581/018
2011278

ISN 064

JAN 18 1996

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 3 UNCLAS E F T O

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INQUIRIES MAY BE DIRECTED TO [REDACTED] EXTENSION
[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]
EXTENSION [REDACTED]

b6
b7C

DALLAS

157-1513 176-21

157-1097 176-25

176-3

BT

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 4

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b6
b7C

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

395

TRANSMIT VIA:

☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate☐ Priority☐ Routine

CLASSIFICATION:

☐ TOP SECRET☐ SECRET☐ CONFIDENTIAL☒ UNCLAS E F T O☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI/HOUSTON/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

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66-19249-489

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Approved By

MRI/JUL

Transmitted

1/17/96
1583/018
20122

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065

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 3 UNCLAS E F T O

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HEADQUARTERS NEEDS THESE FILES AS SOON AS POSSIBLE.

b6
b7C

INQUIRIES MAY BE DIRECTED TO [REDACTED] EXTENSION
[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]
EXTENSION [REDACTED]

HOUSTON

157-2421

BT

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 4

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b7C

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

395

TRANSMIT VIA:

☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:

☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☒ UNCLAS E F T O
☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI/KANSAS CITY/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) ✓

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

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66-19249-490

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MRI/JUL

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1/17/96
1586/018
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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

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FEDERAL BUREAU OF INVESTIGATION
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^PAGE 3 UNCLAS E F T O

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[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]
EXTENSION [REDACTED]

b6
b7C

KANSAS CITY

157-862	176-23	176-27	176-55
176-21	176-25	176-28	176-57
176-22	176-26	176-29	176-58
			176-78

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 4

Drafted By: WJR/WS:mdw Room/TL #: 4933 Phone No:

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

TRANSMIT VIA:

☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate

☐ Priority

☐ Routine

CLASSIFICATION:

☐ TOP SECRET

☐ SECRET

☐ CONFIDENTIAL

☒ UNCLAS E F T O

☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI/LOS ANGELES/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

ON APRIL 17, 1995, PRESIDENT CLINTON SIGNED EXECUTIVE ORDER (EO) 12958, WHICH CONTAINS A PROVISIONS FOR THE AUTOMATIC DECLASSIFICATION OF CERTAIN INFORMATION. IN ORDER TO COMPLY WITH EO, THE DOCUMENT CLASSIFICATION UNIT (DCU), FREEDOM OF INFORMATION PRIVACY ACTS (FOIPA), AND RECORDS DISPOSITION AND ARCHIVAL SUBUNIT (RDAS), FIELD SERVICES/INFORMATION POLICY UNIT (FS/IPU), FIELD INFORMATION SUPPORT SECTION (FISS), INFORMATION

66-19249-491

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Approved By

MRI/JUL

Transmitted

1/17/96

1588/018

20132

ISN

068

JAN 18 1996

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 3 UNCLAS E F T O

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HEADQUARTERS NEEDS THESE FILES AS SOON AS POSSIBLE.

INQUIRIES MAY BE DIRECTED TO [REDACTED] EXTENSION [REDACTED]
[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]
EXTENSION [REDACTED]

b6
b7C

LOS ANGELES

76A-15805	176-70	176-115	176-149
100-17375	176-72	176-117	176-152
100-73472	176-75	176-118	176-168
157-2907	176-76	176-123	176-172
176-23	176-89	176-125	176-181
176-48	176-102	176-127	176-182
176-60	176-105	176-128	176-185
176-66	176-107	176-129	176-257
176-68	176-109	176-147	176-262

[REDACTED]
NATIONAL LIBERIAN MILITARY FRONT
STUDENTS FOR A DEMOCRATIC SOCIETY

[REDACTED]
BT

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 4

Drafted By: WJR/WS:mdw Room/TL #: 4933 Phone No:

COPY DESIGNATIONS:

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1 - ROOM 4445

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

395

TRANSMIT VIA:

☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate☐ Priority☐ Routine

CLASSIFICATION:

☐ TOP SECRET☐ SECRET☐ CONFIDENTIAL☒ UNCLAS E F T O☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI/MEMPHIS/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

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66-19249-492

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Approved By

MRI/JUL

Transmitted

1/17/96

1591/018

201327

ISN

069

JAN 17 1996

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 3 UNCLAS E F T O

4933. THIS REQUEST REQUIRES YOUR IMMEDIATE ATTENTION AS
HEADQUARTERS NEEDS THESE FILES AS SOON AS POSSIBLE.

INQUIRIES MAY BE DIRECTED TO [REDACTED] EXTENSION

b6
b7C

[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]

EXTENSION [REDACTED]

MEMPHIS

157-1843

176-9

BT

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 4

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

395

TRANSMIT VIA:

☒ Teletype

DATE: 1/17/96

^PAGE 1 OF 3

PRECEDENCE:

☒ Immediate☐ Priority☐ Routine

CLASSIFICATION:

☐ TOP SECRET☐ SECRET☐ CONFIDENTIAL☒ UNCLAS E F T O☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI/JACKSONVILLE/IMMEDIATE/

BT

UNCLAS E F T O

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

APPRAISAL OF FBIHQ AND FIELD OFFICE RECORDS

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66-19249-493

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Approved By

MRI/JUL

Transmitted

1/17/96

1585/018

201528

JAN 18 1996

ISN

066

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

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4933. THIS REQUEST REQUIRES YOUR IMMEDIATE ATTENTION AS
HEADQUARTERS NEEDS THESE FILES AS SOON AS POSSIBLE.

INQUIRIES MAY BE DIRECTED TO [REDACTED] EXTENSION
[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]
EXTENSION [REDACTED]

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JACKSONVILLE

157-1688

176-33

176-23

176-30

BT

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

PAGE 4

Drafted By: WJR/WS:mdw Room/TL #: 4933 Phone No:

COPY DESIGNATIONS:

1 - MR. O'BRIEN, ROOM 6296

1 - ROOM 4445

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b7C

1 - ROOM 7159

1 - IRD FRONT OFFICE, ROOM 5829

1 - ROOM 5336D

1 - ROOM 5336F

1 - ROOM 4933

1 - ROOM 4933

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

August 4, 1995



Department of Justice
Federal Bureau of Investigation
J.E. Hoover Bldg., Room 5336F
10 & Pennsylvania Ave., N.W.
Washington, D.C. 20535

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National Archives and Records Administration

Dear: 

Enclosed is a signed copy of Standard Form 258 for your files.
The form documents the accessioning of FBI HQ and Field records
with related indices by the National Archives.

Sincerely,



Archival Projects Branch
Textual Projects Division

Attachments

66-C 19244-494

Rev

258 sent 8/14

1974

REQUEST TO TRANSFER, APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES

1. TYPE OF ACTION		2. TO		3. UNIT THAT CREATED THE RECORDS	
A. OFFER OF UNSCHEDULED RECORDS <input type="checkbox"/>		A. RECORDS DISPOSITION DIVISION MAILING ADDRESS: <input type="checkbox"/> GENERAL SERVICES ADMINISTRATION WASHINGTON, DC 20048		A. AGENCY OR ESTABLISHMENT Department of Justice	
B. TRANSFER OF SCHEDULED RECORDS <input checked="" type="checkbox"/>		B. NATIONAL ARCHIVES MAILING ADDRESS: <input checked="" type="checkbox"/> GENERAL SERVICES ADMINISTRATION WASHINGTON, DC 20408		B. MAJOR SUBDIVISION Federal Bureau of Investigation	
		C. REGIONAL ARCHIVES <input type="checkbox"/> FEDERAL ARCHIVES AND RECORD CTR GENERAL SERVICES ADMINISTRATION		C. MINOR SUBDIVISION Information Resources Division	
4. CURRENT LOCATION OF RECORDS		<input checked="" type="checkbox"/> A. AGENCY SPACE (Give location) FBIHQ; 10th & Pennsylvania Avenue, N.W.; Washington, D.C. 20535		D. NAME OF UNIT Records Disposition/Archival - Field Services Information Unit	
		<input type="checkbox"/> B. FEDERAL RECORDS CENTER (Identify center and FRC accession no. and enter location)		E. NAME OF PERSON WITH WHOM TO CONFER ABOUT THE CONTENT OF THE RECORDS	
				F. TELEPHONE (include area code)	
				C. REQUESTED TRANSFER DATE 03 01 1995	

5. RECORDS DATA

A. DESCRIPTION OF RECORDS Give overall title of records, individual documents, dates, and attach Standard Form 135, if records are not in FRC.
(Continue on separate sheet of paper, if necessary.)

☐ SF 136 ATTACHED Investigative case files and indices records from FBIHQ and Field Offices maintained within
☒ SEPARATE SHEET(S) ATTACHED Classification 1 (Training Matters) (Attachments)

B. EST. VOLUME cu. ft. cu. mtr.		C. ARE RECORDS SUBJECT TO PRIVACY ACT? (If yes, cite agency system number and F.R. volume and page number for most recent notice and attach a copy)		D. SPECIFIC RESTRICTIONS TO BE IMPOSED (Include justification and cite statute of FOI exemption that authorizes such restrictions)	
15.474 9.3		No		N/A	

E. RECORDS CONTROL SCHEDULE/ITEM NO. OR APPRAISAL JOB NO.

N1-65-87-11 Part B, Item 1 & Part D, Item 1

F. AGENCY REMARKS:

None

6. STATEMENT OF AGENCY REPRESENTATIVE

The records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. Unless specified and justified above, there are no restrictions on the use of these records other than the general and specific record group restrictions on the use of records in the National Archives of the United States that have been published in 41 C.F.R. 105-61.53 or in the Guide to the National Archives of the United States. The Archivist of the United States may destroy, donate, or otherwise dispose of any containers, duplicate records, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation without further consent of this agency. I certify that any restrictions specified by this agency on the use of these records are in conformance with the requirements of 5 U.S.C. 552 and that I am authorized by the head of this agency to act for the agency on matters pertaining to the disposition of agency records.

A. SIGNATURE OF AGENCY	B. TITLE	C. MAILING ADDRESS	D. DATE
	Acting Records Officer	Room 5336 F; FBIHQ	02 03 1995

7. ACTION TAKEN BY NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION

A. ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	B. NARS CONCURRENCES						C. FOR NARS USE ONLY
	INITIALS	UNIT	DATE	INITIALS	UNIT	DATE	
	<i>JP</i>	NWD 2/10/95	2/10/95	<i>RA</i>	NNTA	4-11-95	
	<i>Rm</i>	NKR	2-21-95				

D. NARS REMARKS REGARDING DISPOSITION/SHIPPING

u

E. SIGNATURE OF NARS AUTHORIZED REPRESENTATIVE		F. TITLE		G. DATE	
<i>Richard Phillips</i>		Dir, Textual Program		2/14/95	
8. RECORDS RECEIVED NARS DEPOSITORY	A. DATE	B. SIGNATURE	C. TITLE		
	6/6/95	<i>Richard S. Wood</i>	Asst Chief NNTA-5		

REQUEST TO TRANSFER, APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES

UNIT		DATE RECEIVED		UNIT		DATE RECEIVED	
JOB NUMBER		JOB NUMBER		JOB NUMBER		JOB NUMBER	
NN3-065-095-004		NN3-065-095-004		NN3-065-095-004		NN3-065-095-004	

1. TYPE OF ACTION		2. TO		3. UNIT THAT CREATED THE RECORDS	
<input type="checkbox"/> A. OFFER OF UNSCHEDULED RECORDS <input checked="" type="checkbox"/> B. TRANSFER OF SCHEDULED RECORDS		<input type="checkbox"/> A. RECORDS DISPOSITION DIVISION MAILING ADDRESS: GENERAL SERVICES ADMINISTRATION WASHINGTON, DC 20048 <input checked="" type="checkbox"/> B. NATIONAL ARCHIVES MAILING ADDRESS: GENERAL SERVICES ADMINISTRATION WASHINGTON, DC 20408 <input type="checkbox"/> C. REGIONAL ARCHIVES FEDERAL ARCHIVES AND RECORD CTR GENERAL SERVICES ADMINISTRATION		A. AGENCY OR ESTABLISHMENT Department of Justice B. MAJOR SUBDIVISION Federal Bureau of Investigation C. MINOR SUBDIVISION Information Resources Division D. NAME OF UNIT Records Disposition/Archival - Field Services Information Unit E. NAME OF PERSON WITH WHOM TO CONFER ABOUT THE CONTENT OF THE RECORDS F. TELEPHONE (include area code)	
4. CURRENT LOCATION OF RECORDS		<input checked="" type="checkbox"/> A. AGENCY SPACE (Give location) FBIHQ; 10th & Pennsylvania Avenue, N.W.; Washington, D.C. 20535 <input type="checkbox"/> B. FEDERAL RECORDS CENTER (Identify center and FRC accession no. and enter location)		C. REQUESTED TRANSFER DATE 03 01 1995	

5. RECORDS DATA

A. DESCRIPTION OF RECORDS Give overall title of records, individual documents, dates, and attach Standard Form 135, if records are not in FRC. Continue on separate sheet of paper, if necessary.)

☐ SF 136 ATTACHED Investigative case files and indices records from FBIHQ and Field Offices maintained within
☒ SEPARATE SHEET(S) ATTACHED Classification 95 (Laboratory Matters)

B. EST. VOLUME		C. ARE RECORDS SUBJECT TO PRIVACY ACT? (If yes, cite agency system number and F.R. volume and page number for most recent notice and attach a copy)		D. SPECIFIC RESTRICTIONS TO BE IMPOSED (Include justification and cite statute of FOI exemption that authorizes such restrictions)	
cu. ft.	cu. mtr.	No		N/A	
1.63	1.0				

E. RECORDS CONTROL SCHEDULE/ITEM NO. OR APPRAISAL JOB NO. F. AGENCY REMARKS:

N1-65-87-11 Part B, Item 95 & Part D, Item 95

None

6. STATEMENT OF AGENCY REPRESENTATIVE

The records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. Unless specified and justified above, there are no restrictions on the use of these records other than the general and specific record group restrictions on the use of records in the National Archives of the United States that have been published in 41 C.F.R. 105-61.53 or in the Guide to the National Archives of the United States. The Archivist of the United States may destroy, donate, or otherwise dispose of any containers, duplicate records, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation without further consent of this agency. I certify that any restrictions specified by this agency on the use of these records are in conformance with the requirements of 5 U.S.C. 552 and that I am authorized by the head of this agency to act for the agency on matters pertaining to the disposition of agency records.

A. SIGNATURE OF AGENCY		B. TITLE		C. MAILING ADDRESS		D. DATE			
		Acting Records Officer		Room 5336 F; FBIHQ		02 03 1995			
NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION									
A. ACTION		B. NARS CONCURRENCES						C. FOR NARS USE ONLY	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		INITIALS	UNIT	DATE	INITIALS	UNIT	DATE		
		op	NND	2/10/95	ASL	NN3-065-095-004	4-11-95		
		RLW	NNA	2-21-95					

D. NARS REMARKS REGARDING DISPOSITION/SHIPPING

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E. SIGNATURE OF NARS AUTHORIZED REPRESENTATIVE		F. TITLE		G. DATE	
		Mr. Theodore R. Dow		2/14/95	
B. RECORDS RECEIVED NARS DEPOSITORY		A. DATE		B. SIGNATURE	
		6/6/95		Richard S. Wood	
				C. TITLE	
				Asst Chief NNTA-5	

691

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

August 9, 1995

[Redacted]

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Department of Justice
Federal Bureau of Investigation
J.E. Hoover Bldg., Room 5336F
10 & Pennsylvania Ave., N.W.
Washington, D.C. 20535

*National Archives and Records
administration*

Dear: [Redacted]

Enclosed is a signed copy of Standard Form 258 for your files.
The form documents the accessioning of FBI HQ and Field records
with related indices by the National Archives.

Sincerely,

[Redacted]

Archival Projects Branch
Textual Projects Division

66-C 19249-495

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Attachments

REQUEST TO TRANSFER APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES

MMF

1. TYPE OF ACTION		2. TO		3. UNIT THAT CREATED THE RECORDS	
<input type="checkbox"/> A. OFFER OF UNSCHEDULED RECORDS <input checked="" type="checkbox"/> B. TRANSFER OF SCHEDULED RECORDS		A. RECORDS DISPOSITION DIVISION MAILING ADDRESS: <input type="checkbox"/> GENERAL SERVICES ADMINISTRATION WASHINGTON, DC 20048 B. NATIONAL ARCHIVES MAILING ADDRESS: <input checked="" type="checkbox"/> GENERAL SERVICES ADMINISTRATION WASHINGTON, DC 20408 C. REGIONAL ARCHIVES <input type="checkbox"/> FEDERAL ARCHIVES AND RECORD CTR GENERAL SERVICES ADMINISTRATION		A. AGENCY OR ESTABLISHMENT Department of Justice B. MAJOR SUBDIVISION Federal Bureau of Investigation C. MINOR SUBDIVISION Information Resources Division D. NAME OF UNIT Records Disposition/Archival - Field Services Information Unit E. NAME OF PERSON WITH WHOM TO CONFER ABOUT THE CONTENT OF THE RECORDS [Redacted] b6 b7C F. TELEPHONE (include area code) [Redacted]	
4. CURRENT LOCATION OF RECORDS		<input checked="" type="checkbox"/> A. AGENCY SPACE (Give location) FBIHQ; 10th & Pennsylvania Avenue, N.W.; Washington, D.C. 20535 <input type="checkbox"/> B. FEDERAL RECORDS CENTER (Identify center and FRC accession no. and enter location)		C. REQUESTED TRANSFER DATE 03 01 1995	

5. RECORDS DATA

A. DESCRIPTION OF RECORDS Give overall title of records, individual documents, dates, and attach Standard Form 135, if records are not in FRC.
Continue on separate sheet of paper, if necessary.)

- ☐ SF 136 ATTACHED Investigative case files and indices records from FBIHQ and Field Offices maintained within
- ☒ SEPARATE SHEET(S) ATTACHED Classification 42 (Deserter; Deserter Harboring) (Attachments)

B. EST. VOLUME cu. ft. cu. mtr. 54.636 35.6		C. ARE RECORDS SUBJECT TO PRIVACY ACT? (If yes, cite agency system number and F.R. volume and page number for most recent notice and attach a copy) No	D. SPECIFIC RESTRICTIONS TO BE IMPOSED (Include justification and cite statute of FOI exemption that authorizes such restrictions) N/A
E. RECORDS CONTROL SCHEDULE/ITEM NO. OR APPRAISAL JOB NO. N1-65-87-11 Part B, Item 42 & Part D, Item 42		F. AGENCY REMARKS: None	

6. STATEMENT OF AGENCY REPRESENTATIVE

The records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. Unless specified and justified above, there are no restrictions on the use of these records other than the general and specific record group restrictions on the use of records in the National Archives of the United States that have been published in 41 C.F.R. 105-61.53 or in the Guide to the National Archives of the United States. The Archivist of the United States may destroy, donate, or otherwise dispose of any containers, duplicate records, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation without further consent of this agency. I certify that any restrictions specified by this agency on the use of these records are in conformance with the requirements of 5 U.S.C. 552 and that I am authorized by the head of this agency to act for the agency on matters pertaining to the disposition of agency records.

A. SIGNATURE OF AGENCY [Redacted]	B. TITLE Acting Records Officer	C. MAILING ADDRESS Room 5336 F; FBIHQ	D. DATE 02 03 1995
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A. ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	B. NARS CONCURRENCES						C. FOR NARS USE ONLY
	INITIALS	UNIT	DATE	INITIALS	UNIT	DATE	
	JP	NND	2/10/95	ALB	NNTA	4-11-95	
	Rm	NPR	2-21-95				

D. NARS REMARKS REGARDING DISPOSITION/SHIPPING

N

E. SIGNATURE OF NARS AUTHORIZED REPRESENTATIVE Gershelne Phillips		F. TITLE Asst. Textual Archivist		G. DATE 2/14/95
8. RECORDS RECEIVED NARS — DEPOSITORY	A. DATE 6/6/95	B. SIGNATURE Richard E. Weber	C. TITLE Asst. Chief NNTA-S	

691

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

July 27, 1995

[Redacted]
Department of Justice
Federal Bureau of Investigation
J.E. Hoover Bldg., Room 5336F
10 & Pennsylvania Ave., N.W.
Washington, D.C. 20535

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*National Archives and Records
Administration*

Dear: [Redacted]

Enclosed is a signed copy of Standard Form 258 for your files.
The form documents the accessioning of FBI HQ records by the
National Archives.

Sincerely,

[Redacted]
Archival Projects Branch
Textual Projects Division

66-C-19249-496

Attachments

REQUEST TO TRANSFER, APPROVAL, AND RECEIPT OF RECORDS TO NATIONAL ARCHIVES OF THE UNITED STATES

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RG 65

UNIT	DATE RECEIVED	UNIT	DATE RECEIVED
JOB NUMBER	JOB NUMBER	JOB NUMBER	JOB NUMBER
NN3-065-095-002	NN3-065-095-002	NN3-065-095-002	NN3-065-095-002

1. TYPE OF ACTION	2. TO	3. UNIT THAT CREATED THE RECORDS
A. OFFER OF UNSCHEDULED RECORDS	A. RECORDS DISPOSITION DIVISION MAILING ADDRESS: GENERAL SERVICES ADMINISTRATION WASHINGTON, DC 20048	A. AGENCY OR ESTABLISHMENT Department of Justice B. MAJOR SUBDIVISION Federal Bureau of Investigation C. MINOR SUBDIVISION Information Resources Division D. NAME OF UNIT Records Disposition/Archival - Field Services Information Unit
B. TRANSFER OF SCHEDULED RECORDS	B. NATIONAL ARCHIVES MAILING ADDRESS: GENERAL SERVICES ADMINISTRATION WASHINGTON, DC 20408 C. REGIONAL ARCHIVES FEDERAL ARCHIVES AND RECORD CTR GENERAL SERVICES ADMINISTRATION	E. NAME OF PERSON WITH WHOM TO CONFER ABOUT THE CONTENT OF THE RECORDS F. TELEPHONE (Include area code)
4. CURRENT LOCATION OF RECORDS	A. AGENCY SPACE (Give location) FBIHQ; 10th & Pennsylvania Avenue, N.W.; Washington, D.C. 20535 B. FEDERAL RECORDS CENTER (Identify center and FRC accession no. and enter location)	C. REQUESTED TRANSFER DATE 03 01 1995

5. RECORDS DATA

A. DESCRIPTION OF RECORDS Give overall title of records, individual documents, dates, and attach Standard Form 135, if records are not in FRC.
Continue on separate sheet of paper, if necessary.)

☐ SF 136 ATTACHED Investigative case files and indices records from FBIHQ and Field Offices maintained within

☒ SEPARATE SHEET(S) ATTACHED Classification 87 (Interstate Transportation of Stolen Property)

B. EST. VOLUME	C. ARE RECORDS SUBJECT TO PRIVACY ACT? (If yes, cite agency system number and F.R. volume and page number for most recent notice and attach a copy)	D. SPECIFIC RESTRICTIONS TO BE IMPOSED (Include justification and cite statute of FOI exemption that authorizes such restrictions)
cu. ft. 934 cu. mtr. 0.6	No	N/A

E. RECORDS CONTROL SCHEDULE/ITEM NO. OR APPRAISAL JOB NO.	F. AGENCY REMARKS:
N1-65-87-11 Part B, Item 87 & Part D, Item 87	None

6. STATEMENT OF AGENCY REPRESENTATIVE

The records described above and on the attached pages are hereby offered for deposit with the National Archives of the United States in accordance with 44 U.S.C. 2103. It is agreed that these records will be administered in accordance with the provisions of 44 U.S.C. Chapter 21, 41 C.F.R. 101-11.411, 41 C.F.R. 105-61, and such other rules or regulations as may be prescribed by the Administrator of General Services or the Archivist of the United States. Unless specified and justified above, there are no restrictions on the use of these records other than the general and specific record group restrictions on the use of records in the National Archives of the United States that have been published in 41 C.F.R. 105-61.53 or in the Guide to the National Archives of the United States. The Archivist of the United States may destroy, donate, or otherwise dispose of any containers, duplicate records, unused forms, blank stationery, nonarchival printed or processed material, or other nonrecord material in any manner authorized by law or regulation without further consent of this agency. I certify that any restrictions specified by this agency on the use of these records are in conformance with the requirements of 5 U.S.C. 552 and that I am authorized by the head of this agency to act for the agency on matters pertaining to the disposition of agency records.

A. SIGNATURE OF AGENCY REPRESENTATIVE	B. TITLE	C. MAILING ADDRESS	D. DATE
	Acting Records Officer	Room 5336 F; FBIHQ	02 03 1995

NATIONAL ARCHIVES AND RECORDS SERVICE, GENERAL SERVICES ADMINISTRATION

A. ACTION	B. NARS CONCURRENCES						C. FOR NARS USE ONLY
<input type="checkbox"/> APPROVED	INITIALS	UNIT	DATE	INITIALS	UNIT	DATE	
<input type="checkbox"/> DISAPPROVED	qp	NND	2/10/95	JSF	NN3-065-095-002	4-11-95	
	Rm	NND	2-21-95				

D. NARS REMARKS REGARDING DISPOSITION/SHIPPING

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E. SIGNATURE OF NARS AUTHORIZED REPRESENTATIVE	F. TITLE	G. DATE
General Philby	Dir, Textual Prog Div	2/14/95
8. RECORDS RECEIVED NARS DEPOSITORY	A. DATE	B. SIGNATURE
	6/6/95	Richard S. Wood
	C. TITLE	
	Asst Chief NN3-065-095-002	

CLASSIFICATION 87 INVENTORY

BOX NUMBER

FILE NUMBER

VOLUMES

CLASSIFICATION

8

HQ 87-169
HQ 87-190
HQ 87-257
HQ 87-266

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HQ 87-461
HQ 87-491
HQ 87-665
HQ 87-685
HQ 87-767
HQ 87-954
HQ 87-971
HQ 87-1073
HQ 87-1175

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

TRANSMIT VIA:

☒ Teletype

DATE: 1/23/96

^PAGE 1 OF 24

PRECEDENCE:

☒ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:

☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☒ UNCLAS E F T O
☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI CHICAGO/IMMEDIATE/

BT

UNCLAS E F T O

SECTION 1 OF 4

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA) APPRAISAL OF FBIHQ AND FIELD OFFICE
RECORDS.

ON APRIL 17, 1995, PRESIDENT CLINTON SIGNED EXECUTIVE ORDER
(EO) 12958, WHICH CONTAINS A PROVISIONS FOR THE AUTOMATIC
DECLASSIFICATION OF CERTAIN INFORMATION. IN ORDER TO COMPLY WITH
EO, THE DOCUMENT CLASSIFICATION UNIT (DCU), FREEDOM OF
INFORMATION PRIVACY ACTS (FOIPA), AND RECORDS DISPOSITION AND
ARCHIVAL SUBUNIT (RDAS), FIELD SERVICES/INFORMATION POLICY UNIT

66-19249-497

***** FOR COMM CENTER USE ONLY *****

NOTE: Copy Designations Are On The Last Page Of This Teletype!!!

Approved By

MRI/JUL

Transmitted

S 1/23/96
1174/023 1/4
JAN 23 1996 21432RR

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 2 UNCLAS E F T O

(FS/IPU), FIELD INFORMATION SUPPORT SECTION (FISS), INFORMATION RESOURCES DIVISION (IRD), ARE ENGAGED IN THE REVIEW OF THE 176 CLASSIFICATION, "ANTIRIOT LAWS". DURING THE REVIEW OF THE FBIHQ FILES, IT WAS DETERMINED THAT THE CORRESPONDING OFFICE OF ORIGIN CASE FILES ARE NEEDED AT FBIHQ FOR THE REVIEW TO BE COMPLETE.

RECIPIENT OFFICE IS REQUESTED TO FEDERAL EXPRESS ALL LISTED OO FILES. IN THOSE INSTANCES WHERE FBIHQ COULD NOT DETERMINE A SPECIFIC OO CASE FILE, THE SUBUNIT MATTER OF THE FILE IS SET TO SEARCH EACH SUBJECT MATTER; AND DETERMINE OO CASE FILE NUMBER. ADDITIONALLY, EACH FIELD OFFICE IS INSTRUCTED TO CONDUCT A MANUAL/AUTOMATED INDICES SEARCH FOR INDEX RECORDS WHICH CORRESPOND TO THE PERMANENT CASE FILES BEING FORWARDED TO FBIHQ. IF THE INDEX RECORDS ARE PARTIALLY OR TOTALLY AUTOMATED A COMPUTER PRINT-OUT OF THE AUTOMATED INDEX ALONG WITH ANY MANUAL INDEX RECORDS SHOULD BE FORWARDED TO FBIHQ. AFTER THE PRINT-OUT HAS BEEN OBTAINED, ALL AUTOMATED INDEX RECORDS CORRESPONDING TO THE CASE FILES BEING FORWARDED TO FBIHQ AT THIS TIME ARE TO BE DELETED FROM THE UNIVERSAL INDEX (UNI) APPLICATION OF THE AUTOMATED CASE SUPPORT (ACS) SYSTEM. THIS PROCESS CAN BE ACCOMPLISHED BY USING THE "DELETE CASE I.D." FUNCTION. ALL CASE

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 3 UNCLAS E F T O

FILES AND INDICES RECORDS ARE TO BE FORWARDED TO THE RDAS, ROOM
4933. THIS REQUEST REQUIRES YOUR IMMEDIATE ATTENTION AS
HEADQUARTERS NEEDS THESE FILES AS SOON AS POSSIBLE.

INQUIRIES MAY BE DIRECTED TO [REDACTED] EXTENSION
[REDACTED] EXTENSION [REDACTED] OR TO [REDACTED]
EXTENSION [REDACTED]

b6
b7C

CHICAGO

69-104	157-3063	176-10	176-25
100-40903	157-3197	176-11	176-26
100-45292	157-3212	176-12	176-27
100-45782	157-3237	176-13	176-28
100-46150	157-3252	176-14	176-29
100-46262	157-3270	176-15	176-30
100-46275	157-3647	176-16	176-31
100-46445	176-3	176-17	176-32
100-46813	176-4	176-18	176-33
100-51004	176-5	176-19	176-34
157-1055	176-7	176-20	176-35
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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 4 UNCLAS E F T O

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176-47	176-68	176-89	176-109
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176-51	176-72	176-93	176-113
176-52	176-73	176-94	176-114
176-53	176-74	176-94	176-115
176-54	176-75	176-95	176-116
176-55	176-77	176-96	176-117
176-56	176-78	176-97	176-118
176-57	176-79	176-99	176-119
176-58	176-80	176-100	176-120
176-59	176-81	176-101	176-121
176-122	176-142	176-164	176-184

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 5 UNCLAS E F T O

176-123	176-143	176-165	176-185
176-124	176-144	176-166	176-186
176-125	176-145	176-167	176-187
176-126	176-146	176-168	176-188
176-127	176-147	176-169	176-189
176-128	176-148	176-170	176-190
176-129	176-149	176-171	176-191
176-130	176-150	176-172	176-192
176-131	176-151	176-173	176-193
176-132	176-152	176-174	176-194
176-133	176-153	176-175	176-195
176-134	176-154	176-176	176-196
176-135	176-155	176-177	176-197
176-136	176-156	176-178	176-198
176-137	176-158	176-179	176-199
176-138	176-160	176-180	176-200
176-139	176-160	176-181	176-201
176-140	176-161	176-182	176-202
176-141	176-163	176-183	176-204
176-205	176-225	176-247	176-267

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

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176-206	176-226	176-248	176-268
176-207	176-228	176-249	176-269
176-208	176-229	176-250	176-270
176-209	176-230	176-251	176-271
176-210	176-231	176-252	176-274
176-211	176-232	176-253	176-275
176-212	176-233	176-254	176-276
176-213	176-234	176-255	176-278
176-214	176-236	176-256	176-279
176-215	176-237	176-257	176-280
176-216	176-238	176-258	176-281
176-217	176-239	176-259	176-282
176-218	176-240	176-260	176-283
176-219	176-241	176-261	176-284
176-220	176-242	176-262	176-285
176-221	176-243	176-263	176-286
176-222	176-244	176-264	176-287
176-223	176-245	176-265	176-288

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

TRANSMIT VIA:

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DATE: 1/23/96

^PAGE 7 OF 24

PRECEDENCE:

☒ Immediate☐ Priority☐ Routine

CLASSIFICATION:

☐ TOP SECRET☐ SECRET☐ CONFIDENTIAL☒ UNCLAS E F T O☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI CHICAGO/IMMEDIATE/

BT

UNCLAS E F T O

SECTION 2 OF 4

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA) APPRAISAL OF FBIHQ AND FIELD OFFICE
RECORDS.

176-224	176-246	176-266	176-289
176-290	176-305	176-318	176-331
176-291	176-306	176-319	176-332
176-294	176-307	176-319	176-332
176-294	176-307	176-320	176-333
176-295	176-308	176-321	176-334

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MRI/JUL

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

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186-296	176-309	176-323	176-335
176-297	176-310	176-324	176-336
176-298	176-311	176-325	176-337
176-299	176-312	176-326	176-338
176-300	176-313	176-327	176-339
176-301	176-314	176-328	176-340
176-302	176-315	176-329	176-341
176-303	176-316	176-329	176-342
176-304	176-317	176-330	176-343
176-344	176-366	176-389	176-410
176-345	176-367	176-390	176-411
176-347	176-369	176-391	176-412
176-348	176-370	176-392	176-413
176-349	176-371	176-393	176-414
176-350	176-372	176-394	176-415
176-351	176-373	176-395	176-416
176-352	176-374	176-396	176-417
176-353	176-375	176-397	176-418
176-354	176-376	176-399	176-419
176-355	176-377	176-400	176-420

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FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

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176-356	176-378	176-401	176-421
176-357	176-379	176-402	176-422
176-358	176-381	176-403	176-423
176-359	176-382	176-404	176-424
176-360	176-384	176-405	176-425
176-361	176-385	176-406	176-426
176-362	176-386	176-407	176-427
176-363	176-387	176-408	176-428
176-364	176-388	176-409	176-429
176-430	176-450	176-471	176-491
176-431	176-451	176-472	176-492
176-432	176-452	176-473	176-493
176-433	176-453	176-474	176-494
176-434	176-454	176-475	176-495
176-435	176-455	176-476	176-496
176-436	176-456	176-477	176-497
176-437	176-457	176-478	176-498
176-438	176-458	176-479	176-499
176-430	176-459	176-480	176-500
176-440	176-460	176-481	176-501

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FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

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176-441	176-462	176-482	176-502
176-442	176-463	176-483	176-503
176-443	176-464	176-484	176-504
176-444	176-465	176-485	176-505
176-445	176-466	176-486	176-506
176-446	176-467	176-487	176-507
176-447	176-468	176-488	176-508
176-448	176-469	176-489	176-508
176-449	176-470	176-490	176-510
176-511	176-532	176-554	176-582
176-512	176-533	176-556	176-583
176-513	176-534	176-557	176-585
176-514	176-535	176-558	176-586
176-515	176-536	176-560	176-588
176-516	176-537	176-561	176-589
176-517	176-538	176-562	176-590
176-518	176-539	176-563	176-591
176-519	176-540	176-564	176-592
176-520	176-541	176-565	176-594
176-521	176-542	176-566	176-595

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FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

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176-522	176-543	176-568	176-598
176-523	176-544	176-570	176-599
176-524	176-545	176-572	176-600
176-525	176-548	176-573	176-601
176-526	176-549	176-574	176-602
176-527	176-550	176-576	176-603
176-528	176-551	176-579	176-604
176-530	176-552	176-580	176-606
176-531	176-553	176-581	176-607
176-608	176-637	176-664	176-687
176-609	176-638	176-665	176-688
176-612	176-639	176-666	176-689
176-614	176-640	176-667	176-691
176-615	176-642	176-669	176-692
176-616	176-643	176-670	176-693
176-617	176-644	176-671	176-694
176-618	176-645	176-672	176-695
176-620	176-646	176-673	176-696
176-623	176-647	176-674	176-697
176-625	176-648	176-676	176-698

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FEDERAL BUREAU OF INVESTIGATION
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176-626	176-649	176-677	176-699
176-627	176-650	176-678	176-700
176-628	176-652	176-679	176-702
176-629	176-656	176-681	176-703
176-630	176-657	176-682	176-704
176-632	176-659	176-683	176-705
176-633	176-660	176-684	176-706
176-634	176-661	176-685	176-707
176-635	176-663	176-686	176-708
176-709	176-732	176-764	176-805
176-710	176-733	176-768	176-806
176-711	176-734	176-769	176-809
176-712	176-737	176-773	176-810
176-714	176-738	176-775	176-811
176-715	176-739	176-780	176-815
176-716	176-740	176-781	176-817
176-717	176-741	176-782	176-819
176-718	176-742	176-784	176-820

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

TRANSMIT VIA:

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DATE: 1/23/96

^PAGE 13 OF 24

PRECEDENCE:

☒ Immediate☐ Priority☐ Routine

CLASSIFICATION:

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FM DIRECTOR FBI (66-19249)

TO FBI CHICAGO/IMMEDIATE/

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UNCLAS E F T O

SECTION 3 OF 4

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA) APPRAISAL OF FBIHQ AND FIELD OFFICE
RECORDS.

176-720	176-743	176-785	176-825
176-721	176-744	176-789	176-826
176-722	176-745	176-792	176-829
176-723	176-746	176-793	176-831
176-724	176-747	176-795	176-832
176-725	176-749	176-796	176-834

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FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

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176-726	176-751	176-797	176-835
176-728	176-755	176-799	176-836
176-729	176-758	176-801	176-838
176-730	176-760	176-802	176-839
176-731	176-763	176-803	176-840
176-841	176-874	176-906	176-945
176-843	176-875	176-907	176-949
176-844	176-878	176-909	176-958
176-845	176-879	176-911	176-959
176-854	176-880	176-912	176-965
176-855	176-881	176-915	176-966
176-857	176-883	176-917	176-968
176-860	176-884	176-918	176-970
176-861	176-885	176-919	176-971
176-862	176-887	176-921	176-975
176-863	176-888	176-923	176-976
176-864	176-889	176-926	176-978
176-865	176-890	176-927	176-979
176-866	176-891	176-929	176-980
176-867	176-893	176-933	176-981

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

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176-868	176-894	176-935	176-983
176-869	176-895	176-937	176-984
176-870	176-896	176-940	176-985
176-871	176-902	176-924	176-986
176-872	176-905	176-944	176-987
176-988	176-1020	176-1051	176-1081
176-989	176-1022	176-1052	176-1082
176-990	176-1023	176-1053	176-1083
176-991	176-1024	176-1054	176-1085
176-992	176-1025	176-1056	176-1087
176-998	176-1026	176-1057	176-1089
176-1001	176-1028	176-1058	176-1090
176-1002	176-1029	176-1059	176-1092
176-1004	176-1031	176-1060	176-1094
176-1006	176-1032	176-1061	176-1095
176-1007	176-1033	176-1068	176-1096
176-1008	176-1034	176-1069	176-1097
176-1009	176-1035	176-1070	176-1098
176-1011	176-1036	176-1073	176-1099
176-1012	176-1038	176-1074	176-1100

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FEDERAL BUREAU OF INVESTIGATION
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176-1014	176-1039	176-1075	176-1101
176-1015	176-1041	176-1076	176-1102
176-1017	176-1042	176-1077	176-1103
176-1018	176-1044	176-1078	176-1105
176-1019	176-1049	176-1079	176-1106
176-1107	176-1132	176-1160	176-1184
176-1108	176-1133	176-1161	176-1185
176-1110	176-1135	176-1162	176-1186
176-1112	176-1136	176-1164	176-1187
176-1113	176-1137	176-1165	176-1190
176-1114	176-1138	176-1166	176-1192
176-1116	176-1141	176-1168	176-1193
176-1117	176-1142	176-1169	176-1194
176-1118	176-1144	176-1170	176-1196
176-1119	176-1146	176-1171	176-1198
176-1120	176-1147	176-1172	176-1199
176-1121	176-1148	176-1173	176-1200
176-1122	176-1150	176-1174	176-1201
176-1123	176-1151	176-1175	176-1202
176-1124	176-1152	176-1177	176-1203

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176-1126	176-1153	176-1178	176-1204
176-1128	176-1154	176-1179	176-1205
176-1129	176-1156	176-1180	176-1206
176-1130	176-1158	176-1182	176-1207
176-1131	176-1159	176-1183	176-1208
176-1209	176-1239	176-1274	176-1317
176-1210	176-1240	176-1275	176-1318
176-1212	176-1247	176-1276	176-1320
176-1213	176-1249	176-1277	176-1321
176-1214	176-1250	176-1278	176-1322
176-1216	176-1252	176-1279	176-1323
176-1217	176-1254	176-1280	176-1324
176-1220	176-1255	176-1281	176-1325
176-1221	176-1256	176-1288	176-1327
176-1222	176-1257	176-1289	176-1328
176-1223	176-1258	176-1290	176-1329
176-1224	176-1261	176-1292	176-1330
176-1225	176-1263	176-1296	176-1331
176-1228	176-1264	176-1297	176-1332
176-1230	176-1265	176-1299	176-1333

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176-1231	176-1266	176-1300	176-1335
176-1232	176-1267	176-1312	176-1336
176-1234	176-1270	176-1313	176-1337
176-1237	176-1272	176-1315	176-1338
176-1238	176-1273	176-1316	176-1340
176-1342	176-1365	176-1386	176-1418
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176-1346	176-1368	176-1389	176-1421
176-1347	176-1369	176-1390	176-1422
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176-1349	176-1371	176-1392	176-1424
176-1350	176-1372	176-1393	176-1425
176-1352	176-1373	176-1394	176-1426
176-1353	176-1374	176-1395	176-1427
176-1354	176-1375	176-1396	176-1428
176-1355	176-1377	176-1397	176-1429
176-1356	176-1378	176-1398	176-1430

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

TRANSMIT VIA:

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DATE: 1/23/96

^PAGE 19 OF 24

PRECEDENCE:

☒ Immediate
☐ Priority
☐ Routine

CLASSIFICATION:

☐ TOP SECRET
☐ SECRET
☐ CONFIDENTIAL
☒ UNCLAS E F T O
☐ UNCLAS

FM DIRECTOR FBI (66-19249)

TO FBI CHICAGO/IMMEDIATE/

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UNCLAS E F T O

SECTION 4 OF 4

CITE: //0454//

SUBJECT: DESTRUCTION OF RECORDS NATIONAL ARCHIVES AND RECORDS
ADMINISTRATION (NARA) APPRAISAL OF FBIHQ AND FIELD OFFICE
RECORDS.

176-1357	176-1379	176-1400	176-1431
176-1358	176-1380	176-1401	176-1432
176-1360	176-1381	176-1402	176-1433
176-1361	176-1382	176-1403	176-1434
176-1362	176-1383	176-1404	176-1435
176-1363	176-1384	176-1405	176-1436

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DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

^PAGE 20 UNCLAS E F T O

176-1364	176-1385	176-1406	176-1437
176-1438	176-1460	176-1481	176-1501
176-1439	176-1461	176-1482	176-1502
176-1441	176-1462	176-1483	176-1503
176-1442	176-1463	176-1484	176-1504
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176-1457	176-1478	176-1499	176-1518
176-1458	176-1479	176-1478	176-1519

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FEDERAL BUREAU OF INVESTIGATION
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176-1459	176-1480	176-1500	176-1520
176-1521	176-1542	176-1563	176-1583
176-1522	176-1543	176-1564	176-1584
176-1523	176-1544	176-1565	176-1585
176-1524	176-1545	176-1566	176-1586
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176-1526	176-1547	176-1568	176-1588
176-1527	176-1548	176-1569	176-1590
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176-1536	176-1557	176-1577	176-1598
176-1537	176-1558	176-1578	176-1599
176-1538	176-1559	176-1579	176-1600
176-1539	176-1560	176-1580	176-1602
176-1540	176-1561	176-1581	176-1603

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

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176-1541	176-1562	176-1582	176-1604
176-1605	176-1629	176-46238	
176-1606	176-1630		
176-1607	176-1631		
176-1608	176-1631		
176-1610	176-1633		
176-1612	176-1634		
176-1613	176-1635		
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176-1624	176-1673		
176-1625	176-1675		
176-1627	176-1677		

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

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176-1628

176-1703

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DEMCON ANTIRIOT LAWS

[Redacted]

DEMONSTRATION CHICAGO, IL 10/1-11/69

[Redacted]

PROPOSED DEMONSTRATION - CHICAGO

RACIAL VIOLENCE, RACIAL TENSIONS, DOLTON RIVERDALE, ILL.

[Redacted]

UNSUB; CLEVELAND MOVEMENT FOR DEMOCRATIC SOCIETY

UNSUB; SHOOTING INCIDENT INVOLVING BP HARVEY, ILL. 4/2/69

UNSUB; WHITE MALE ARRESTED, CHICAGO, ILL. 10/11/69

DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
COMMUNICATION MESSAGE FORM

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b7C

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FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 06/07/1996

To: Personnel
EEO
National Security
Office of General Counsel

Attn: Mr. Hildreth, Room 6050
Mr. Perez, Room 7901
Mr. Opfer, Room 4246
Mr. Kelly, Room 7427
[Redacted] Room 7947

From: Information Resources
Field, Liaison, Implementation and Policy Unit

Contact: [Redacted] Extension [Redacted]

Approved By: Morris Carolyn
Lowe Jackson A
Kitchen David

b6
b7C

Drafted By: [Redacted]

Case ID #: 66-C19249 - 498

Title: DESTRUCTION OF RECORDS; NATIONAL
ARCHIVES AND RECORDS ADMINISTRATION;
APPRAISAL OF FBIHQ AND FIELD OFFICE
RECORDS

Synopsis: Details pertaining to the destruction of obsolete, unsuccessful applicant files/records, closed prior to 1/1/92, within Classification 67.

Details: During the week of 6/10/96, personnel assigned to the Field Information Support Section (FISS), Information Resources Division (IRD) will commence a major file destruction project within the Personnel Records Subunit (PRS), FISS, IRD. The purpose of this project is to reduce the volume of obsolete, unsuccessful applicant files/records, closed prior to 1/1/92, within Classification 67.

At the present time, the PRS has over 400 six-drawer file cabinets containing applicant files and records which pertain to individuals who applied for employment with the FBI, however, for a variety of reasons were not afforded a position within the agency. These cabinets are currently occupying over 1,250 square feet of prime space. A reduction of the obsolete files and records material would allow for future expansion of the PRS file holdings.

66-C19249-498

A cursory review of the material indicated that between one-half and two-thirds of the holdings are obsolete and eligible

To: Personnel From: Information Resources
Re: 66-C19249, 06/07/1996

for destruction. This destruction would be in accordance with the specific provisions of the FBI Records Retention Plan, which was developed in conjunction with the settlement agreement in the civil action of American Friends Service Committee, et al., v. William H. Webster, et. al., United States District Court (USDC) for the District of Columbia, Civil Action Number 79-1655, and approved by USDC Judge Harold H. Greene, and the disposition authorities of the General Records Schedule (GRS), as issued by the National Archives and Records Administration (NARA). The current disposition authority for these types of records, as set forth in GRS Part 1, Item 15 states in part as follows:

"Applications and related records, excluding those applications resulting in appointments may be destroyed when the records are two years old".

In addition, continued retention of these records could be determined to be in violation of Title 5, United States Code, Section 552a (more commonly referred to as the Privacy Act of 1974), Subsection (e) (5), which states:

"Each agency which maintains a system of records shall maintain all records which are used by the agency in making any determination about any individual with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to assure fairness to the individual in the determination".

Every effort has been made to ensure that all administrative needs for the material have expired and that the records are not destroyed prematurely. Contact with the Office of Equal Employment Opportunity, National Security Division, and the Office of General Counsel (OGC) determined that there are no outstanding reasons, i.e., national security, pending litigation or pending EEO matter, which warrant continued retention of the material. Specifically, Unit Chief [redacted] Employment Law Unit, OGC, advised that none of the records were pertinent to the civil action of Christine A. Hansen, v. FBI, United States District Court for the District of Columbia, Civil Action Number 84-3026, which is in the final stages of attaining a complete settlement agreement. To the contrary, the Personnel Division (PD) advised that the folders of those individuals who attempted to acquire a position of employment within the FBI and were tested under a specific program, i.e., language, accounting, etc., should be retained inasmuch as the scores/results of the testing relative to any specific program was valid for a minimum of three (3) years. In view of the administrative needs of the PD, a minimum retention period of four (4) years will be applied.

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To: Personnel From: Information Resources
Re: 66-C19249, 06/07/1996

To determine if a folder meets all criteria for destruction, PRS personnel, under direct supervision of experienced Archives Technicians, will review each unsuccessful applicant folder for the purpose of determining the date of final action, i.e., date of test scores/results, closure date, latest date of dissemination of information, date of action relative to a Freedom of Information-Privacy Acts (FOIPA) request, etc. Based on this review, any folders bearing a final action date prior to 1/1/92 will be destroyed unless any of the following criteria can be applied:

- ◆ Folders with a date of information dissemination associated with a national security name check less than five (5) years will be retained;
- ◆ Folders with a date of information dissemination associated with a FOIPA request less than six (6) years will be retained.
- ◆ Folders pertaining to prominent individuals will be retained as historical. Each folder will be affixed with the notation **"X, DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES."**
- ◆ Folders pertaining to individuals designated as "Special Service Contacts." Each folder will be affixed with the notation **"DO NOT DESTROY, HISTORICAL VALUE, NATIONAL ARCHIVES."**
- ◆ Folders pertaining to individuals who obtained temporary employment. These folders will be segregated and moved to "Out of Service" filing area of PRS.

CC: 1 - IRD Front Office, Room 5829
1 - Mr. Kitchen, Room 5336D
1 - [redacted] Room 5336F
1 - [redacted] Room 5971F
1 - [redacted] Room 4933
1 - [redacted] Room 4933
1 - [redacted] Room 5634
1 - [redacted] Room 5328
1 - [redacted] Room 4933

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Washington National Records Center

Washington, DC 20409

June 27, 1996

Dear Records Officer:

0 Destruction of Records

Enclosed are Notices of Intent to Destroy Records for records scheduled to be destroyed October 1996. Please review these notices immediately.

Notify us immediately if the records are incorrectly scheduled for destruction or must be retained for litigation or claims. You must notify us in writing and provide an explanation of why the records should be retained. You must include a new proposed date for destruction.

I recommend that you call us as soon as you know that an accession or portion of one must be retained and follow up with the letter. The name and telephone of the staff member to contact is listed below.

RECORD GROUPS

NAME

TELEPHONE
NUMBER

12 through 65
77 through 266
269 through 425
425 through 527

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On some notices you will see a three line description of the records in the block labeled series description. This reflects the way information is now entered on our Accession Number Master List (01 Report). On the first line the initial number is the first box, the second number is the last box and the third number is the ending date of the records. The date is year followed by month. The remaining information describes the type of records. Information on accessions not entered in the new format appears on the notices as it always has.

Sincerely,

Judith A. Barnes

Judith A. Barnes, Chief
Accession and Disposal Branch

66- C19249- 499

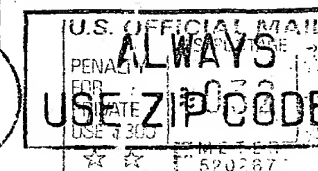
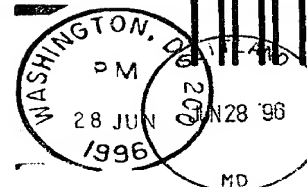
ENCLOSURE

Enclosure(s)

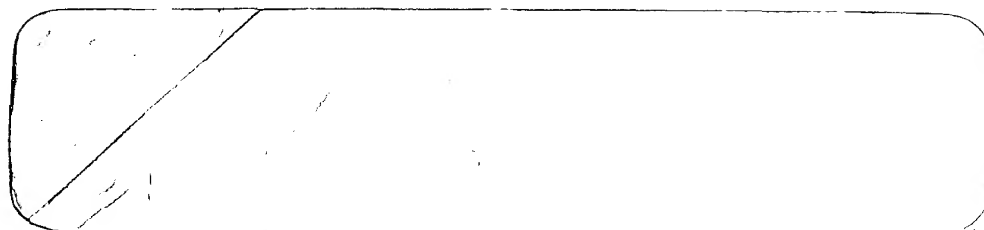
ENCLOSURE ATTACHED

Washington National Records Center
Washington, DC 20409
NCWA

OFFICIAL BUSINESS
Penalty for Private Use \$300



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tion



Columbiart - 90 Clasp (9 x 12)

66-019249-499

ENCLOSURE

NOTICE OF INTENT TO DESTROY RECORDS

DATE OF NOTICE

07/01/96

DISPOSAL DATE

199610

RECORDS DESCRIPTION

ACCESSION NUMBER

065-91-0004

SUBGROUP

DISPOSAL AUTHORITY

GRSN/6/1A

VOLUME (Cu. ft.)

250.000

SERIES DESCRIPTION

SITE AUDIT

10/89-6/90

ADDRESS OF FEDERAL RECORDS CENTER

WASHINGTON NATIONAL RECORDS

CENTER

WASHINGTON, DC 20409

The records described in this notice appear eligible for disposal on the date shown. In accordance with 36 CFR 1228.164(c), they will be destroyed 90 days from the date of this notice. You should annotate your SF 135 (all copies) to show that the records have been destroyed. No other action is required. If you do not concur in the scheduled destruction of these records, you may request an extension of the retention period by providing written justification (including a proposed new disposal date) within the 90-day period to the director of the Federal records center indicated at the right.

REMARKS

LOCATION 14-56-19-2-5 14-56-31-2-2

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U.S. DEPT. OF JUSTICE

J. EDGAR HOOVER BLDG - ROOM 4933

935 PENNSYLVANIA AVE. N.W.

WASHINGTON

DC 20535-0001

FEDERAL BUREAU OF INVESTIGATION
FOIPA
DELETED PAGE INFORMATION SHEET

No Duplication Fees are charged for Deleted Page Information Sheet(s).

Total Deleted Page(s) ~ 16

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